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ABSTRACT

A study assessed the current status of library services in Florida state-supported institutions in order to establish a long-range plan for the future of those libraries. Through reviews of materials, site visits, and interviews, the services of each library and their relationship to the community were studied, areas for improvement were identified, and minimum standards for services were established. The long-range plan made recommendations in the areas of funding, consulting services, and organizational development. This report discusses the background of Florida's libraries and details provisions of the long-range plan. The appendixes provide specific observations resulting from the study and list 103 selected references. (EMH)

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Library Service to Florida State Institutions: A Long Range Action Plan

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December 1, 1975

Mr. Edward F. Sintz, President
Florida Library Association
One Biscayne Boulevard
Miami, Florida 33132

Dear Mr. Sintz:

I am pleased to submit this report of my study of the library services in Florida State Supported Institutions. The emphasis of the report is on a Long Range Action Plan for all state supported institutions in Florida in the providing of library services in the future. The emphasis is, also, on the populations of the institutions – wards, clients, patients, inmates – and the level of library service that they will receive.

I wish to express my appreciation to the Advisory Committee members for their guidance as a group and individually and to the State Library of Florida for providing background information which was essential in the making of recommendations. I am also most appreciative of the excellent cooperation from personnel in the departments and institutions concerned with this study. All the people in Florida with whom I worked made worthwhile contributions to the study and to the

Sincerely yours,

Phyllis I. Dalton

Phyllis I. Dalton
Library Consultant

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ABSTRACT

TITLE: Library Services in Florida State Institutions: A Long Range Action Plan

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The program of library services provided to the populations in the Florida state supported institutions has, in many instances, reached a high degree of quality. In several institutions the programs of library service are exemplary or approach that status. Other of the institutional libraries have less effective programs of service but all do provide library service on some performance level.

The Library Services and Construction Act funds assisted immeasurably in the success of the programs. The vigorous activity in institutional library programs developed by the State Library of Florida with the cooperation and support of the state agencies in which the institutions are located has made a dramatic impact on the library services being provided. Librarians in Florida in institutional and other types of libraries have shown commitment, cooperation and creativity in the development of institutional library programs.

This study and report addresses itself to an assessment of the present status of the service in relation to the future. The report presents a long range action plan. In this action plan several factors are taken into consideration: 1. The maintenance of the institutional library programs at their present level of achievement to prevent reduction in service. 2. The bringing up of all institutional library programs which have not been fully developed to equal quality with those of the highest levels of achievement. 3. The moving forward of all programs of library service to the populations of state supported institutions to the point where they support fully the programs of the institutions. 4. The attainment and exceeding of standards for library service. These are standards which have

been developed for the several types of institutional library services to residents on a national basis.

The plan has a definite flexibility to allow the library service constantly to be an effective part and support of the mission of the institution. As new types of library service are developed, they will be easily implemented with a program which has built-in flexibility. The plan, as developed, is overall in its relation to Florida but does accomodate individual differences in the State. Consideration is given to pre-release programs to prepare the individual for successful re-entry into society; post-release programs are also considered. Because some of the people will remain in institutions indefinitely, the plan recognizes the need of the state institutions to assist these individuals in developing their interests and their potential ability through library service programs.

Emphasis is placed in the plan on the inter-relationship between the public libraries and their staffs and the institutional libraries and their staffs. Emphasis is placed, also, on the post-release programs to assist those released from institutions to become effective members of society and to remain free of the institutions in the future.

Needs of the institutional libraries as assessed through the review of materials, the many discussions with agency personnel and the on-site visits to libraries became the basis for the long range plan of action. High on the list of needs that emerged from this reading, these discussions and the visits was the need for **dedicated ongoing funding** for the institutional libraries. An Institutional Library Consultant staff at the State Library of Florida emerged as an absolute requirement also. An improvement in the status of librarians in the institutions became another definite priority item. The need for a liaison officer within the Administration of each Department supporting institutions to act for the library service programs at that level is essential. Funding for an ongoing supplemental operational program and for developmental services from state sources is a requirement. Materials funding for the State Library of Florida to provide assistance to the interlibrary loan network program for the state supported institutions has a high priority for an economical and efficient library service.

Alternative plans to meet the needs of the populations within the institutions for library service were considered. None of these, however, adequately achieved the established priorities of the plan of action. The plan recommends, on a long range basis, an institutional library service grants-in-aid program at the State level. This program of funding is divided between operational funds and developmental funds based on the efforts that the state agency is making in the institution to provide basic library service. The grants-in-aid library program is administered by the State Library of Florida in the plan because the principal mission of that agency is the providing of library services. An upgrading of the Institutional Library Consultant service to a fully-staffed Section in

the Bureau of Library Development in the State Library of Florida is an important aspect of the plan. In achieving the upgrading in the status of institutional libraries is the requirement of an increase in classification and in position in the organization of the institutional librarians and the provision of support staff on a paid basis. The librarians in the institutional libraries are, in the long range plan of action, recognized in the organization where they can be most effective in carrying out the plan of service for libraries within the institutions. Funding for creative programs can be accomplished through federal funding but the libraries require, also, dependable ongoing funding. The librarians require specific time for the development and implementation of library service programs.

Within the plan, on a long range basis, is additional funding to the Florida State Library for books and other materials needed by the institutional libraries on occasion but not on a permanent basis. Rapid interlibrary loan is a requirement to insure that this material is available at the moment needed. A pilot program should be developed, also, within which the State Library of Florida provides the entire library service in the institution. It is suggested that the South Florida State Hospital, Hollywood, Division of Mental Health, be selected as the institution for the first pilot program. Funds would then be appropriated to the State Library of Florida for this pilot program rather than to the Division of Mental Health.

The results of the implementation of the Plan of Action will be as immediate as the funding and organizational changes are accomplished. The library program will be closely allied with the mission of the institution and will be effective as a supportive service. The library personnel both in the institution and in the State Library of Florida will move the program forward effectively and efficiently. The continued dedicated agency funding and the outside ongoing funding, both operational and developmental, will give a firm and continuing base to the library service. The federal funding for creative programs will allow experimentation with future development. The pilot project will assist in determining the feasibility of the State Library's having the full responsibility for a library service within an institution. An increase in the funding for materials at the State Library of Florida will provide needed material on a more realistic basis than would otherwise be provided. The activity of the Florida Library Association in relation to the state supported institutions will greatly assist in the interaction among librarians of all types of libraries in the development of institutional library programs. The interaction will result in more effective programs of library service to the populations of state supported institutions in the State of Florida.

INTRODUCTION

The increased educational achievements, the growth of informational needs and desires of the people and the development of information availability have all given impetus to the improvement in library services to the general public. This trend has extended, also, to the large numbers of people confined in state institutions in the State of Florida. The trend has, however, not moved at as rapid a pace as that for the public in general and has extended over a shorter period of time. A deep concern has developed in the State for the improvemnet of library services in state institutions in Florida. The gap between the library service that should have been developed, however, and that which presently exists is, even with the current commendable activity, so great that it will take long range planning and implementation to provide in institutional libraries those services which are comparable to the best in library service received by the public generally. The needs and desires of the populations in institutions for library service are even greater on a relative basis than those of the population in general. Because of the confinement of the people in institutions, they are less able to utilize libraries to meet their needs and wishes through their own individual initiative than those who are not so confined.

As the mission of each institution has been changing, so has that of the institutional library services. because the libraries support the efforts of the institutions. The developing of job skills, advancement in education, social adjustment and allied concerns have all become a part of the institutional library programs. Because many of the individuals are readying themselves for their successful return to the outside community, all of the activities of the library are important to them. The library is involved in providing the individual with the maximum personal resources necessary to make this successful adjustment. Libraries also improve the life in the institution by making it more productive and tolerable for the individual. Institutional library services should have, as a result, a higher priority in every aspect than thus far has been given to the library programs.

The providing of library services of minimum adequacy to the populations of state institutions through small and individual libraries – each functioning independently of others – is not possible on an effective basis. Rather, the libraries must be grouped together cooperatively and linked with other available library resources and services to make an impact on the lives of the people in the institutions. To overcome this isolation and independent approach to library service, it is desirable for the State of Florida to develop an orderly approach to the providing of library service to the people who are in institutions in the State. Such order in planning and implementation will result in the providing of library services of maximum adequacy.

The assumption on which this study and report is based is that libraries are a part of the broad goals and objectives of the institutions which assist the patients, wards, clients and inmates, both juvenile and adult, in adjusting to the larger society. These ideas are derived from the basic purposes of the various departments of which the institutional libraries are a part. One of the concerns is: How can the overall quality of services to the populations in the institutions be improved? Others are: How can the systems and procedures, management programs, in-service training programs and communications assist in the providing of library service to the institutional library clientele? What are the staffing, the programming and the facility needs for the future in institutional library service? What kinds of creative, experimental, demonstration and/or pilot programs should the institutional libraries develop? How best can the effectiveness of these programs of library service be evaluated in relation to the individual? In providing the answers to each question, the long range action plan will have to be a flexible plan. Such flexibility will allow for changes in library services as the effectiveness of the experimental programs is demonstrated. Flexibility will allow for changes in library services as the mission of the institution changes or as treatment methods are reconstituted. With a built-in flexibility in the Plan of Action, new types of services in library programs will be possible. The plan is developed overall for Florida institutions but accomodates individual differences in institutions and in the populations in those institutions as they occur throughout the State.

Strong emphasis is placed on the interaction between and among institutional libraries and with other types of libraries. The inter-relationship between the public libraries and the institutional libraries is of special importance. Consideration is placed on the pre-release programs to prepare the individuals for successful re-entry into society and on post-release programs to assist the individuals, when they leave the institution, to return to the community as responsible members of that community. In this particular program, close cooperation is required between the institutional libraries and the public libraries. Institutional library programs are also considered in relation to the individuals in situations as appropriate. Because some people must remain in the institution throughout their lives, the plan will endeavor to assist the institutional library to develop a sense of worth in the individual and to create an interest in the world outside the institution.

The Action Plan, as developed, provides guidelines that can be followed by any of the institutions with the specific details being introduced into the individual institutions as required. It is designed to assist in the assurance that the very best utilization of State funds is made in providing quality library service. It is expected that this report will be of value to those responsible for the development of library service in Florida – in the State Library of Florida, the State Departments in which the institutions are located, the institutions themselves and the Florida Library Association. It is developed so that the entire program will be of value, in some part, to all librarians and library staff members in the State of Florida in the development of library services and programs of service on a statewide basis.

A LONG RANGE ACTION PLAN

The report of the study is based on the premise that the State Government of Florida is interested in economical but effective library services to those people who are being maintained in institutions by the State. A program of service has already been developed in Florida which enables this report to project library service in the future at the level higher than that found in many states. In some of the areas in Florida, a quality service has been developed and is proving its worth in the institutional program. In other institutions, the library service is just in the beginning stages but with an excellent foundation for future development. Library service, as a whole, has not reached the standards of excellence that had been envisioned nor the standards of adequacy that have been developed for the measurement of the several types of library service in institutions. A total program of library service in state supported institutions at a quality level is a sizeable development within the State of Florida. It should be undertaken carefully and on a long range basis. The service, to be economical but effective, must be built on the very good programs that already exist.

In answer to the needs which emerged during the study, priorities were set for development of a quality program as rapidly as is feasible with effective planning. These priorities are: 1) Maintain quality service at the present state of high development; 2) Move present programs forward to a degree of excellence needed for the populations of the institutions; 3) Develop, as rapidly as possible, the programs which presently are underdeveloped; 4) Make available equal access by the residents of the institutions to quality library service; 5) Enable each institution to provide the specific kinds of library services required by the particular needs of its population.

To enable the State of Florida to achieve these priorities, the following action should take place:

The State Library of Florida

The State Library of Florida should establish a Section of Institutional Library Development within the Bureau of Library Development. The Section should be staffed by a Library Consultant II and a Library Consultant I with a supportive staff of a Secretary III and a Clerk-Typist II. Among the responsibilities of the Section will be to: 1. Maintain liaison with the Departments of State Government in which the institutions are located. 2. Provide Consultant services to the State Institutional libraries on a planned and continuing basis. 3. Assist the institutions in the recruitment of personnel and in the training of that personnel. 4. Plan and hold workshops, seminars and training seminars, and training sessions for librarians from all types of libraries including institutional libraries. 5. Hold workshops, seminars, and training sessions for librarians from all types of libraries. including institutional libraries. 6. Administer state and federal grants to institutional libraries.

7. Maintain a review of the program performance provided by the institutional libraries. 8. Assure a continuing evaluation of library services in the institutions.

The State Library of Florida's budget for materials should be increased by $100,000.00 each year for five years to allow for the necessary backup service to libraries in the state institutions for the purposes of: 1. Acquiring materials in sufficient quantity so that they will be available when needed by the institutional library for an individual in that institution. 2. Providing materials that are costly but needed and those which are low-use materials but necessary to the library service program within the institutions. 3. Assuring the availability of specialized materials that will be utilized by many institutions.

The State Library of Florida's budget should also be increased to provide additional personnel in the bureaus which will be affected by the increased activity in acquiring, processing and making available these materials for interlibrary loan. It may be necessary, in providing the full complement of needed personnel, to add, at first, only those personnel absolutely necessary to implement the present program and add additional personnel in proportion to the increased activity. While all materials would be available to all types of libraries, the consultants in the Institutional Library Development Section should make selections for purchase that will be needed and desired by individuals in the institutions.

The State Library of Florida should establish state grants-in-aid to institutional libraries. The grants should be budgeted and allocated on a formula basis which is related directly to the effort the state agency funding the library service is making on a yearly basis. One half of the grant should be utilized on an ongoing, operational basis for materials and equipment and other continuing library expenses, excluding salaries. The other half of the grant should be utilized on a developmental basis for new programs required by the institutional services and/or programs already initiated by the agency in the institutional library. The state library grant would supplement state agency funds and would be based on the total funds expended in the year preceding the budget year for library service by the agency. The yearly grant would be 10% of the total amount expended for library service in the year preceding the budget year. A special type of grant would be made on a one-time basis for the establishment of library service in an institution. Where library service is being developed in a newly established institution, the grant would be 10% of the state agency's expenditure for the establishment of the library in the institution in addition to the continuing supplemental grant based on the yearly continuing expenditure. The higher the development of the library service program in any state institution, the higher the operational and developmental grants for that institution. Federal funds should be applied for by the State Library of Florida to be granted to the approved applicant institutional libraries for the development of innovative programs which can be utilized elsewhere — either in another institutional library or in another type of library. All

grants to institutional libraries should be administered by the Section of Institutional Library Development in the State Library of Florida.

The State Library of Florida will provide service to state institutional libraries in many ways. The establishment of a Section of Institutional Library Development will include the present advisory service but should add a strong program of coordination of the library programs in the institutions to the work of the consultants. The additional staff and the improved status of the advisory services will give a continuing strength to the library programs in the institutions. The Institutional Library Development Section staff will be able to make selections of materials to be added through the Bureau of Library Services and the proposed Bureau of State Government Reference Service. These selections should be made for both the library services to the residents and to the staff as supplemental materials. The Bureau of Book Processing will provide the processing service to the institutional libraries on the same basis that it is provided to other libraries.

The Institutional Library Development Section will develop new programs of service with the institutional libraries and their parent departments. For example, a bookmobile service program could be so planned and implemented. In order to provide supplemental, attractive, current public library service, permanent bookmobile service could be provided where such service is feasible. A bookmobile can greatly improve the quality of service where service is already being provided, as a supplement. A bookmobile is also a valuable asset to populations such as those in road camps where bookmobile service can provide the basic library service. A bookmobile allows the residents to receive the service of a public library with a library collection developed according to the special needs and desires of the institution served. Interlibrary loans would supplement the bookmobile service. Bookmobiles both as primary and as supplemental services provide flexibility. The bookmobile would assist in reaching the goal of providing library service equally to all the institutionalized people.

The State Library of Florida could, on a very well planned basis, provide a pool of materials of all types that would be needed on a less than monthly basis by one of the institutional libraries but required often by the total group of institutional libraries. Such a resource should be planned by the Section of Institutional Library Development in cooperation with other Bureaus of the State Library of Florida which would house and facilitate the use of the resource. The resource should be planned carefully with the institutional librarians, also, to determine the materials that could best be utilized in this manner. Such a plan should be developed and implemented if it can be worked out on an effective and economical basis.

The State Library of Florida, through the Section of Institutional Library Development, should have available an up-to-date working plan for library services in each institution. This plan should include the operational program for library service for the use of the residents. The program for the utilization of supplemental funds from the proposed state grants-in-aid program -- both operational

and developmental – and any federal grant funds being utilized by the institution for library service should also be included in the working plan. The total funding should be developed into one complete working program. The plan should be an integral part of the total mission of the institution and, therefore, a part of the total departmental program at the administrative level. It is essential that this working plan is an implemented program and not just a "plan on file." The working plan should maintain a constant flexibility by a simple procedure for change and up-dating. The working plan should be developed in a simplified format so that paperwork for all agencies can be maintained at a minimum.

As the state grants-in-aid program is developed the operational funds could be utilized in the purchasing of supplemental materials and/or equipment for developing extension services in any institution where such extended library service would be feasible. This extension service might take the form of branches, collections placed in cottages or other facilities, book cart service or bedside library service. The supplemental operational program could assist in the funding for the development of a bibliotherapy program by extending the scope of the program. Bibliotherapy should be developed as a means of communication among individuals. This program should be planned and implemented as a part of the overall rehabilitation program of the institutions. Bibliotherapy programs should be well planned with the library staff working closely with other involved staff members in the institution. These funds could be utilized to develop special film programs, concerts, puppet programs, discussion groups, reading clinics, listening groups or other such special services when these are operational.

The developmental funds could be utilized to develop these special service programs if such did not exist or were in the early stages of development. These funds could be utilized also to emphasize a public information program for library services within the institution. This program would have as its goal the reaching of the total population of the institution with information about the library – its basic services and its current programs. The public information program would need individually to be designed in each institution to be tailored to the abilities of the population. Such a program should be so designed that the information provided will insure a positive recreational and educational library experience for the residents. This program should be planned and implemented as a part of the overall rehabilitation program of the institution.

Whatever programs are selected for planning and implementation, the State Library of Florida should be in the position of being able to suggest and counsel realistically. Through a deep knowledge of the institutional library programs and a professional expertise in library service and in consulting, the Institutional Library Development Section will be capable of providing guidance and coordination effectively. Although funding will come from many sources – state departments with institutions, state grants-in-aid through the State Library of Florida, federal funding from

several sources and private grant funds – library programs in the institutions will be total programs of library service to the residents.

The State Departments with State Institutions

The State Departments which have institutions within their jurisdictions should fund the libraries adequately to provide library service to those confined in the institutions. They should, to help insure this service, appoint one person in the Administration of each Department to be the liaison officer with the Institutional Libraries and with the Institutional Library Development Section of the State Library of Florida. The liaison officer position could be a newly created position or a reassignment of a position already in the Administration. It is important that the position be a high level one in the department. Because each individual institutional library is a part of the institution in which it is housed, as well as of the department in which the institution is located, the liaison position in the Administration of the Department will represent library service needs and the programs for the purpose of: 1. Securing adequate budgets for the institutional library service including adequate salaries for personnel; 2. Insuring that the library facilities are adequately developed in departmental institutions; 3. Assuring that the Institutional Library Development Section's concerns are promptly acted upon; 4. Handling of other matters of a general nature affecting the institutional libraries in the Department.

It is vital that the liaison person so assigned have an appreciation for and a knowledge of the important place a library program has in the total institutional program. The success of the liaison service will be dependent upon the degree of authority and responsibility provided that assigned person.

The Institutional Libraries

The library service of a state supported institutional library should be tailored to the particular goals and objectives – the mission – of the institution in which it is located. Its reason for being is as a support to the institutional programs. The library services should be, therefore, designed toward assisting the entire institutional services.

To be supportive of an institutional program, a library service must have several essential ingredients. The first with which the institution should be concerned is qualified staff. Librarians or their equivalents should be available in sufficient number, as well as qualified support staff, to provide the services needed. Three elements which should be taken into consideration in staffing are: 1. An increase in the classification rank of the Librarian in charge of the Institutional Library. The present classification is Librarian I which is suitable for an inexperienced librarian who is learning the operational work of running a library as well as the administrative. After one year of progressive

improvement through the learning process, the Librarian I should be reclassified to Librarian II. If an experienced librarian is recruited, the position should be that of Librarian II from the beginning. Because institutional librarians must have specific abilities in addition to library education to function creatively, consideration should be given to the establishing of a higher classification and salary for librarians having the additional educational background and/or experience in sociology, psychology or similar subjects. 2. The second element to be taken into consideration in staffing for the future is the need for supportive staff. One librarian cannot handle all of the hours the library should be open and the other work that is required to operate a library successfully. A Library Assistant should be provided to assist the librarian for increased hours, for support staff and for assistance with the users at times of the greatest activities. Extended library service can also be provided through additional library assistance At least one general clerk or clerk-typist should be added to the staff of the library. The clerk would be a full-time paid staff member who would provide clerical assistance to the Librarian and the Library Assistant. Additional librarians, library assistants and clerical staff should be added to the staff as the library program requires. Personnel assignments should include a messenger so that courier service can be provided within the institution and utilized by the library as needed. 3. The placement of the library in the organizational structure of the institution for utmost utilization is the third element that must be taken into consideration for future staffing. It is essential that the Librarian in the Institutional Library have the opportunity to improve professional capabilities in the most effective way to move the institutional library program forward. No specific organizational placement is recommended as such will vary from institution to institution but the following factors should be present to enable the librarian to perform effectively: a. Immediate access to the head of the institution when the occasion requires such access or to any other personnel in the institution as the occasion requires; b. Immediate access to the liaison officer in the Department in which the Library is located should the occasion require such access; c. Constant access and a continuing library relationship with the Institutional Library Development Section of the State Library of Florida; d. Membership on whatever teams or committees are developed within the institution to implement the mission of the institution; e. Membership on the budget committee or its equivalent in the institution; f. Freedom to develop the library program of the institution within the guidelines agreed upon by the Department, the Institution, the Institutional Librarian and the Institutional Library Development Section of the State Library of Florida.

Each Institutional Library should have a budget of **dedicated** State funds allocated to it on a yearly basis by its parent department for its service. These funds can be expended only for library programs and will provide for: a. The staff of the Library including a Librarian or the equivalent; b. Basic materials including books – both fiction and non-fiction in paperback and in hard binding; c. All other forms of media; d. Operating costs and equipment. These funds should not only be allocated

in a definite, identifiable budget but should be reflected at the end of the year as an expenditure of the funds for the stated purposes. State grants-in-aid should augment these funds both on an operational and on a developmental basis. It is important to take into consideration when budgeting that the State grants **augment** the funds provided by the institutions and do not supplant them. The state grants should be provided on a formula basis for supplemental operational and developmental programs. Each institution should support its library as a minimum level of adequacy at 2% of the total yearly institutional budget. The state grants-in-aid would be supplemental to this basic support. Federal funds should be provided for innovative programs, which if successful, would become a part of that institutional library program in which developed, or utilized within another institutional library.

Adequate facilities are essential to a successful library program. The library facility should be adequate in size for the residents who can come to the library: it should be adequate in space and equipment for the programs that are required by the people who will utilize the library. Accessibility to the users is most important in developing a library within an institution. For those to whom no location would be accessible, activities should be developed so that library service can be extended to the people wherever they may be located. The library should be an attractive place both in physical comfort and in esthetic features. All present library facilities in all of the institutions should be studied as rapidly as possible and the utility of the present facilities should be assessed as far as replacement, alteration or no-action is required. Involved in this important decision should be the Department, the Institution, the Institutional Librarian and the Institutional Library Development Section of the Florida State Library.

The books and other library materials and equipment needed constantly by the institutional library for its part in the institutional programs should be readily available within the institutional library. Other materials will be available through the interlibrary loan network and if a resource pool is established at the State Library of Florida, some of the infrequently used materials would be available directly from that resource.

In the institutional library, staff should have time available for sessions of reading aloud with the residents, discussion groups for them and the training of residents for assistance in the library and to enable them to use the library without requiring assistance. The program should include movies, tape recordings and other activities of a creative nature to assist in the rehabilitation of the institutionalized. The library staff should have time allocated to work with the residents in the pre-release and re-entry programs. The library staff should also assist in the development of post-release programs by working with other libraries – the public library, the community college library and other libraries as necessary and feasible.

In all of these activities, planning time must be available to the library staff as well as program time. This is especially important in the training of residents in the use of the library so that they can locate the materials they need. In assisting with pre-release and re-entry programs for the individual resident, such training is especially important so that the resident, when released, can utilize library service easily within the community.

Within an institution it may be feasible to develop a Resident/Staff library. Such a library would be patterned after a public library organization and would serve all the institutional clientele. The library should be centrally located and should be open both daytime and evening hours as well as on week-ends and holidays. The programs, services and collections should be balanced according to needs and desires of all the clientele. Extension services to those who cannot come to the library should be developed so that library service will be available to all on an equal basis.

Personnel Development

In developing personnel for institutional libraries, priorities should be set. There has not been enough funding in the past, there is not enough in the present so the planning should provide additional funding for the future – especially for personnel development. Personnel has a high priority in the development of the library service in the future. Creativity, commitment, love of service and intellectuality are all important in the personnel selection and development for institutional libraries. The priorities for service cannot be set by the personnel of the library on an either/or basis but rather should be established in a climate of a consideration of alternatives. When people cannot come to the library in institutions, the personnel should take the service to the people. The staff should be competent – whatever competency is uniquely required – to provide the library service. The personnel must be able to work with all media – whatever is needed to insure complete communications.

To develop personnel In institutional libraries, intercooperation among all types of libraries should be provided. Programs of service should provide total availability of materials and services. These programs should be developed in relation to the total programs of the institutions. To achieve workable intercooperation and programs of total service the librarian must be in a position to make a major contribution to policy decision on library development. This involvement in policy decisions should include active participation in the budget process. The institutional librarian should be responsible for the selection of materials and administering the library and capable in both areas. Adequate personnel should be provided to insure all needed access to these programs of service. The staff should have, when taken as a whole, a wide variety of abilities ranging from creating original art work to planning and implementing media service programs. The librarian should know

the population of the institution to interpret the responsibility of making the library experience a positive one. In reaching the goals of the institution, the effectiveness of the library program as a part of the total institutional program depends almost entirely on the quality of the library staff.

Materials Development

Many types of materials are required for the many types of institutions and populations as far as library service is concerned. The vocational information center, for example, provides useful information on a wide variety of occupational and educational opportunities for which many formerly institutionalized people are eligible. When such a center and materials and services are provided in an institutional library, that library contributes to a great extent to the pre-release and re-entry program. In many instances the legal rights of the residents as citizens need to be insured. In some collections, materials on legal matters are of utmost importance. The establishment of legal collections in libraries and the upgrading of presently established collections have high priority in materials development.

The general collection within the library should supplement the educational program and develop a recreational diversion to provide a constructive leisure-time activity and educational development. Such library service will assist in providing an understanding by the residents of the changes that are constantly an incident in society. These books and other materials should be chosen for the value of their information and the residents' interests. All points of view should be represented. Materials should be provided for adult beginning readers. The traditional library materials are not the answer in institutional libraries as a complete service. In many institutions basic skills of many kinds should be taught. Such teaching can be partially accomplished through the use of toys, easy reading materials, realia and many forms of media – all of which should be provided by the library. Where such is feasible and determined to be helpful in the development of the residents, live pets can be a part of the library's program of service.

The institutional libraries should all be included in the interlibrary loan network to augment the materials available. The institutional libraries will be assisted by the network when it is operationally available. In turn, the institutional libraries will provide needed materials to other libraries. Interlibrary loans are essential to the institutional library programs because the individuals confined in institutions have interests too broad to be covered in one library collection. It is important that a committee be established to assist the librarian in selecting materials. The committee should be made up of individuals confined in the institution and by representatives of the staff.

The production of materials should be provided for in the institutions and be located in the library.

Because of the specialized nature of some of the library programs, it is necessary for librarians to make their own materials. These needs are reflected in areas in which commercial items are not available. Because the library program must be flexible in meeting the needs of the institutionalized, it is sometimes required that materials be available on short time notice. By having a production unit available in the library and staff that can utilize it capably, the need can be met by the library. Recognition should be made by the administration that the needs are greater than the services being offered. The library needs, as a minimum, conventional books, paperbacks, books in large print, magazines, newspapers, scrapbooks, films, filmstrips, slides, videotapes, mounted pictures, pamphlets, maps, music scores, spoken and musical recordings on disc and/or tape, television and realia. These may be utilized in many ways by different individuals according to their skills and capabilities. Additional service programs in the library will necessitate other materials. Suitable equipment is also required within the library.

General Considerations for Institutional Library Services

The present Advisory Committee on Library Service in State Institutions should continue to function as an advisory committee to the State Library of Florida. This advisory committee was active in advising the Consultant making this study and report. The Committee should meet at least twice a year for an assessment of the present program of library service in state supported institutions and for the planning of future library service. The Florida Library Association should take an active part in the development of institutional library service through a caucus, a committee and/or special programs. Emphasis should be placed on involving librarians from all types of libraries in the programs. The Florida State University School of Library Science should develop a program for the training of institutional librarians. Included in the program should be the ability of the students to take courses in sociology, psychology and/or other subjects that would prepare them best for an assignment in an institutional library. Internship in an institutional library should be a requirement for those who are interested in a career in institutional libraries and should be an option for all other students.

Standards for Library Service

Some of the standards for library service for institutional libraries are mandatory for accreditation. Some are important and desirable and others are recommended. By achieving the standards developed for a specific type of institutional library service, that library service is available at a minimum adequacy. By exceeding the standards, excellence is within the grasp of all.

Accreditation should be a goal for institutional libraries. The Accreditation Commission of the American Correctional Association has recently been established, for example. This action will have a good effect on correctional institutions. The American Correctional Association's Manual of Correctional Standards is being revised to serve as an accreditation instrument. Accreditation criteria will establish qualitative targets in all areas of institutional services. They will, in library service, strengthen incentives for library development and will increase the accountability of institutional library service for the quality of service provided.

Each set of standards for specific types of institutional libraries has been and will be developed with a particular goal for the library service achievement. Each type of state supported institutions should examine carefully the standards for library service developed for its population. Because a variety of standards for library service in institutions must be utilized to arrive at adequate library service, quantitative recommendations are not included in this report. The basic dollar amounts that will enable institutional libraries to meet the standards are included. The staff of the Institutional Library Development Section of the State Library of Florida, in consultation with the parent agency of the institutional library and the institutional library staff itself, should adapt the national standards to the specific libraries.

Although the study and the action plan are primarily concerned with service to special populations, national standards for public libraries, for school libraries and for special services within these libraries should be taken into consideration in planning and in implementing library programs. Through the utilization of all library standards applicable, a total library service program of adequacy or excellence can be developed.

State Agency Institutional Library Funding

The following funding program should be planned and implemented by the state departments with institutions in their organizations in order to provide adequate library service in the institution:

1. Minimum Adequacy for library service will be achieved if the funding is at the level of 2% of the budget for the institution for the per capita cost of maintaining the institutional population.

2. Newly established programs in the institution will require an expenditure of $50.00 per capita to establish a library program of minimum adequacy. The yearly budget of 2% of the cost of maintaining the institutional population should also be provided.

3. Institutional libraries already funded at the 2% level or more should increase their funding by at least 5% of the library expenditure each year. The 5% would be in addition to an inflationary or cost of living factor. The same guideline would apply to libraries not now at 2% when they achieve that funding level.

4. Agencies not now providing funding at the 2% level should reach that level of funding in at least five years on a progressive basis.

State Grants-In-Aid for Institutional Libraries – State Library of Florida

The State Library of Florida should provide supplemental operational and developmental grants-in-aid to institutional libraries. These grants should be based on the expenditure of the institutional library in the year preceding the budget year. The grants should be made at the level of 10% of the institutional library budget. One half would be used for operational expenses – materials and equipment – and one half would be used for developmental programs which are in the early stages of implementation or which have not yet been established. For libraries being established in new institutions, the state grants would be made at the level of 10% of the funding needed to establish the library and would be augmented by the 10% yearly funding.

Library Materials Funding – Interlibrary Loan – State Library of Florida

To provide additional materials for interlibrary loan in the State Library of Florida additional funds will be necessary. The funds should be provided at a progressive increased level for each of five years. The total progressive funding would be $300,000.00 at the end of five years. The funding pattern should be reviewed at that time to determine the funding required for the next five years for this program of interlibrary loan.

Funding Summary

The funding for the institutional libraries would come from several sources. The agency in which the institutional library is located should expend funds that equal 2% of the cost to the institution to maintain the population in the institution on a yearly basis. For new institutions in which libraries are to be established, the establishment budget should equal $50.00 per capita for the institution. The yearly budget should be set at the 2% level of funding. The State Library of Florida should provide supplemental operational and developmental grants at the level of 10% of the institutional library budget on a yearly basis. The grant to the newly established library would be 10% of the establishment funding by the state agency plus the 10% grant for the yearly funding.

The materials budget for the State Library of Florida should be augmented by a progressive increase for each of five years so that the total funding for interlibrary loan materials would be $300,000.00 at the end of five years in addition to the present and increased funding for library materials in the State Library of Florida. The total funds required over the five year period for this additional interlibrary loan materials funding for institutional libraries would amount to an $825,000.00 increase over the five year period. This should be in addition to other library programs in the State Library of Florida and should be over and above an inflationary or cost of living factor. Federal funding should be utilized for developmental programs wherever possible. These grants may come from several sources and be available for differing types of library programs. Private grant funds should be applied for whenever possible to develop special programs of library service.

Summary of Recommendations for Library Service in State Institutions

1. An adequate budget for institutional library service should be established. At least 2% of the cost per capita of maintaining the population in the institution should be expended for library service. This budget should be a yearly budget and the funds should be available for library service expenditures only.

2. Quality personnel should be employed in all positions who can provide quality library service to the institutionalized. A library position should be established as the administrative head of each institutional library.

3. Because special qualities are required in library staff working with the institutionalized beyond librarianship, special salaries should be paid to library staff in institutions who qualify in education and experience.

4. Intercooperation among all institutional librarians and librarians in other types of libraries should be developed. Such intercooperation will contribute to excellence of service in the institution because it will reduce the geographical and professional isolation of the institutional librarian.

5. Access should be guaranteed to every confined individual with evening, week-end and holiday access included. Other access to the library should be provided in individual situations as the institutional setting dictates.

6. Adequate collections of materials should be available. The emphasis should be on variety, currency and with relevance to the population of the institution.

7. An adequate number of personnel should be provided in the institution to insure access to the materials in the library or elsewhere in the institution as needed and desired.

8. A library committee should be established within the institution with selected representatives from the residents and from the staff as members. The committee should assist the librarian in the selection of materials as well as with the program of the library.

9. The consulting service in the State Library of Florida for institutional libraries should be strengthened both in number and in status. The duties of the service should also be broadened. The service should be developed as the Institutional Library Development Section, Bureau of Library Development, of the State Library of Florida.

10. State Library grants-in-aid should be funded for the institutional libraries. These should be administered through the Institutional Library Development Section of the State Library of Florida. The funding should equal 10% of the annual expended funds for library service in the institutional library.

11. The budget for materials for interlibrary loan in the State Library of Florida should be increased on a yearly basis to a set maximum for five years and then reviewed for the next five years. This funding will provide supplemental materials to the institutional library program.

12. A liaison officer should be appointed in each Department in which institutions are located to provide support for the institutional libraries in the administration of the Department.

13. The Florida Library Association should provide an opportunity for intercooperation among libraries. The Association should also provide programs of support to the development of institutional library service. Such programs should have a high priority in the overall Association planning and programming.

14. The Florida State University School of Library Science should provide a program of education and experience for students interested in institutional library service.

15. A pilot program should be developed in at least one institution to test the effectiveness of an alternate organizational plan. The alternate plan to be used in the pilot program is that of the State Library of Florida's providing the total library program within an institution. It is recommended that the South Florida State Hospital be selected as the institution for the pilot program.

Guidelines for Overall Institutional Library Services

The following are proposed as guidelines for library development:

1. The institutional library should provide public library services. The institutionalized should have the opportunity for reference, information and resource services in an organized reference library and browsing space on an informal basis. The library should have a varied collection of materials including books, magazines and audiovisual materials. It should operate on basic library procedures including classification and cataloging, selection and acquisition and loan according to appropriate library standards.

2. Library and service should provide a total program. The atmosphere created by the library should be a positive attitude toward the service.

3. The library service should be an active and aggressive program.

4. The library service should promote self-help and self-development for the residents and the staff.

5. The library committee should assist in the selection of materials; reflect the attitudes of the users of the library in advising on library service; help to evaluate the library service; assist in the library program.

6. Bibliotherapy should be utilized wherever appropriate.

7. Books and other library materials should be available which are suited to all people in the institution. These should also be available for specific functions in the institution. Materials which can be used creatively to reach all people should be available.

8. Library activities should be given equal status with other activities to which the institutionalized have access for self-improvement.

9. The library should provide an opportunity to assist in the solution of personal problems of the institutionalized. This is especially important in the pre-release and post-release programs. The public libraries and the institutional libraries should cooperate in this program.

10. When the institution conducts vocational and occupational training programs, training in library science and technology should be included in cooperation with libraries and educational institutions in the community.

11. Institutional library services should be related to the public library system and the library in closest proximity to the institution.

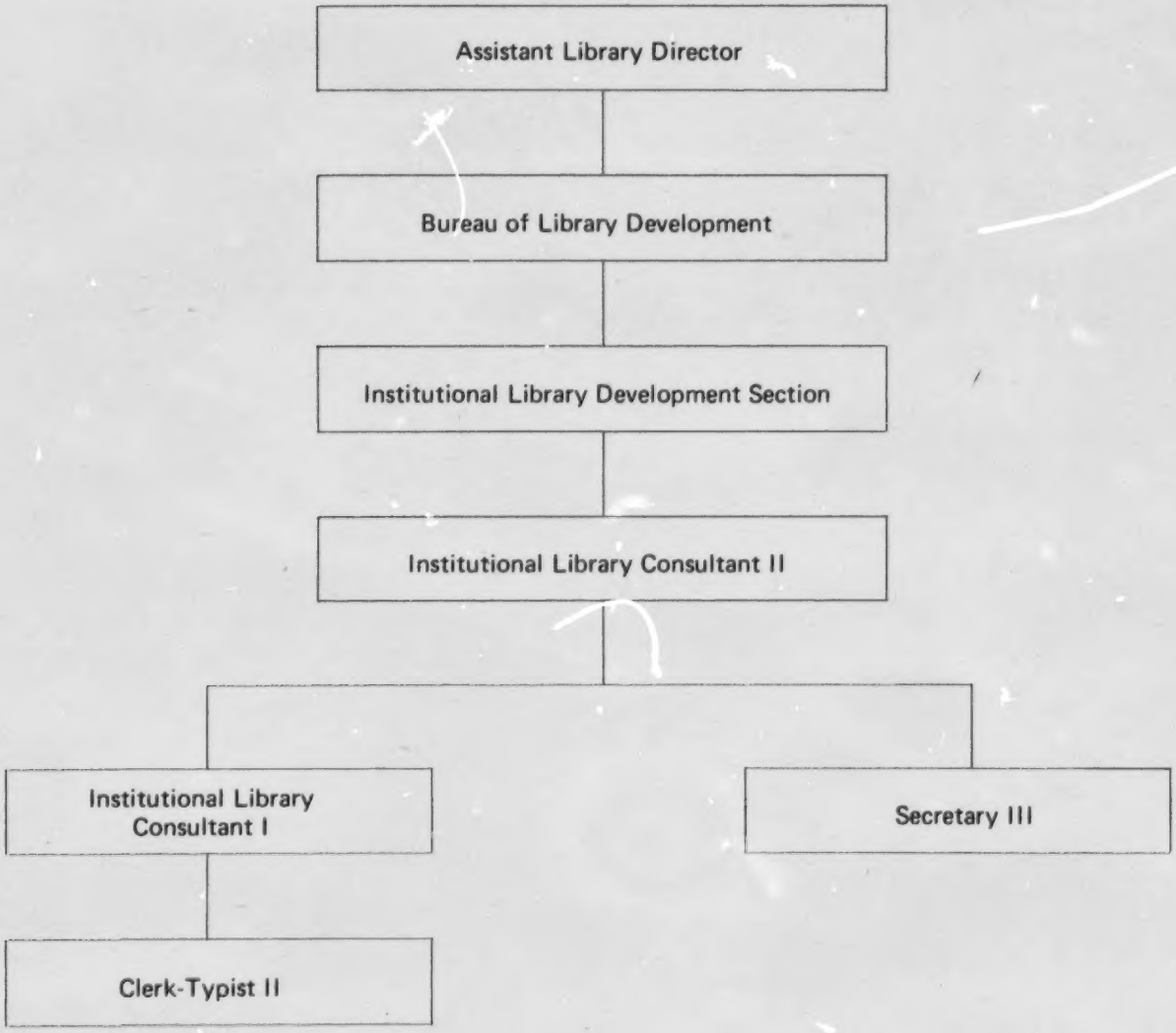
12. Where vocational and occupational programs are offered, the institutional and the other appropriate libraries in the geographical area should coordinate to provide the best library service for the programs.

13. In all instances, the institutional library should provide materials and services to support the program of the institution.

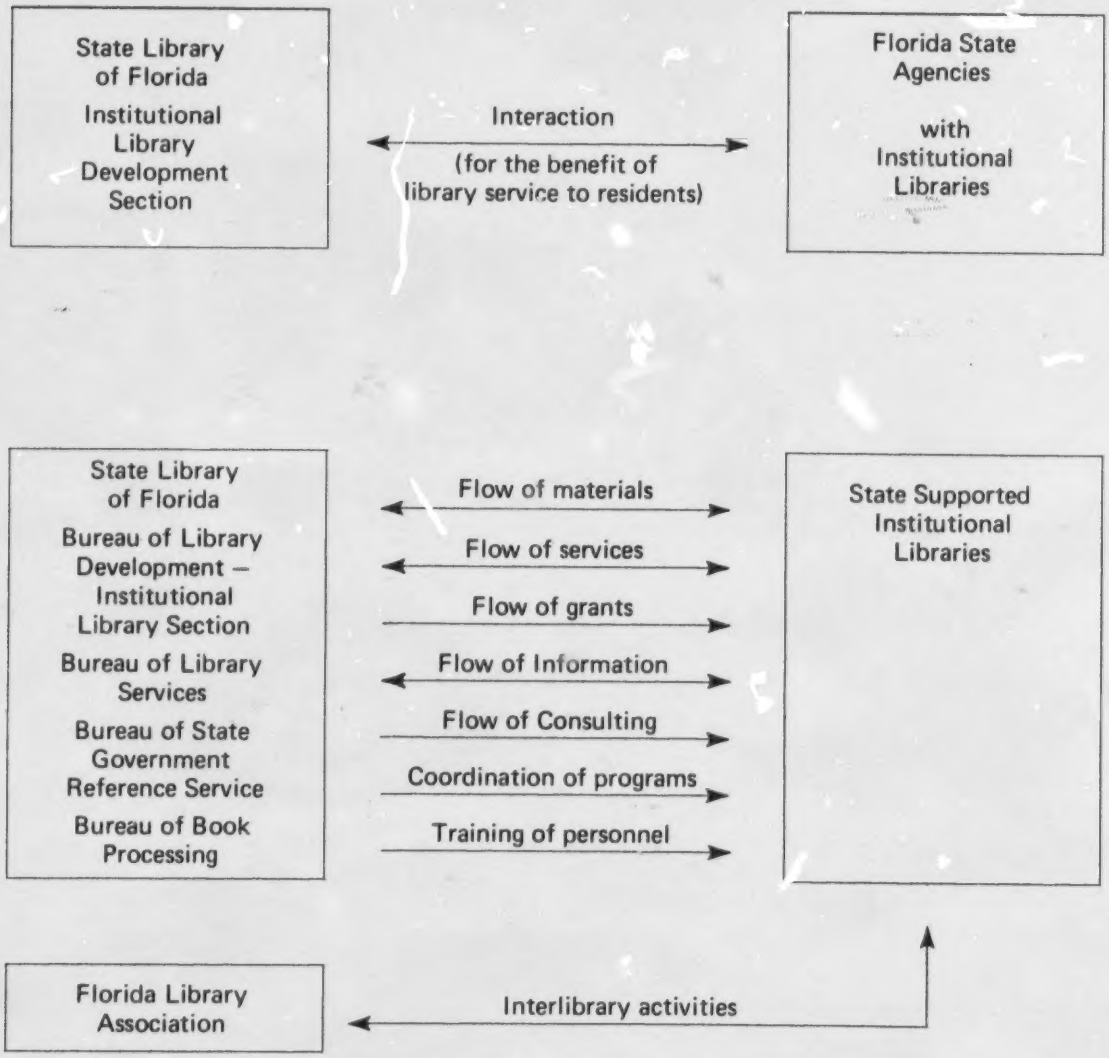
14. The institutional librarian should maintain close communication with the Institutional Library Development Section of the State Library of Florida and with the Florida Library Association. These communications will enable the institutional libraries to have the best in library service. It will also enable the institutional library program to become a vital part of a total library service program for the State of Florida.

State Library of Florida – Institutional Library Consultant Section

Proposed Staffing



Institutional Library Services in the State of Florida – Proposed



State Agency Institutional Library Funding — Proposed

1. The minimum adequacy funding for state supported institutional libraries by the agency in which the institution is located should be the institutional population x the per capita cost of the institution x 2% = minimum funding for library service per institution.

   Example:

Institutional population		Per capita cost of institution		Per cent for Library		Library expenditure	
400	x	$6,000	x	2%	=	$48,000	— for personnel, materials

   and operations on an annual basis.

2. The funding for newly established programs for library service by the agency in which the institution is located should be the institutional population x $50.00 per capita = the funding for the establishment of library service in an institution. The annual 2% budget would be established as the above example indicates and would be added to the establishment funding.

   Example:

Institutional population		Per capita cost		Establishment funding		Annual funding		Total Library expenditure
400	x	$50.00	=	$20,000	+	$48,000	=	$68,000

3. Libraries already funded at the 2% level or more should increase their funding by at least 5% of the library expenditure each year. The 5% should be in addition to an inflationary or cost of living factor. The same guideline should apply to libraries not now at the 2% level when they achieve that funding level. Agencies not now providing 2% should reach that funding level on at least a five year progressive basis.

Grants-in-Aid Program for State Institutional Library Service – Proposed

The Grants-in-Aid program should be funded and administered through the State Library of Florida for the benefit of the institutional library service at the State level. The funding and allocations should be made as follows:

1. Matching grants should be based on the expenditure of the State supported institutional libraries in the year preceding the budget year at the level of 10% of the expenditure for library service. One half of the funds should be allocated for operational materials and equipment and other operating expenses; and one half for developmental programs which are just being implemented or have not yet been established.

   Example:

Institutional population		Per capita cost of institution		Per cent for Library		Annual Library expenditure		Grant percentage	
$400	x	$6,000	x	2%	=	$48,000	x	10%	=

Grant funding		(Operational grant)		(Developmental grant)		Total Library funding
$4,800		($2,400)		($2,400)	=	$52,800

2. For institutional libraries being established by state government for the first time in newly established institutions, the funding by the state grant should be at 10% of the establishment expenditure. The annual grant would be determined as shown above and would be in addition to the establishment grant.

   Example:

Institutional population		Per capita establishment cost		Library establishment expenditure		Grant percentage		Total establishment grant	
400	x	$50.00	=	$20,000	x	10%	=	$2,000	=

Total Library establishment cost		Total Library annual expenditure		Total Library expenditure for establishment and operation
$22,000	+	$52,800	=	$74,800

Pilot Program for Institutional Library Service -- Proposed

While it is recommended for the next five year period that the State Department in which the Institutional Library is located provide the institutional library service, supplemented by grants-in-aid through the State Library of Florida, it is suggested that the State Library of Florida provide an alternate program through a pilot project. The alternate program that should be tested is the providing of the entire library service program to the institution by the State Library of Florida. It is recommended that the Department in which the pilot program should be implemented is the Division of Mental Health in the Department of Health and Rehabilitative Services. It is also recommended that the first pilot program be funded in the South Florida State Hospital in Hollywood.

The funding that should be provided to the State Library of Florida to carry out the pilot program of library service within a state institution should be budgeted to cover the following: 1. Personnel; 2. Materials; 3. Programs; 4. Operations; and be based on the same formula as recommended for the agency funding both for establishment of library service, for its operation and for the grants-in-aid that would be available to the institution.

The program should be carefully planned, studied and constantly evaluated. The effectiveness should be considered carefully by the State Library of Florida and by the Division of Mental Health to determine the future of library service in this organizational pattern. The pilot project should also be considered for its effectiveness in other institutional libraries.

Proposed Time-Table for Implementing the Long Range Plan of Action

The Long Range Plan of Action for Florida State Institutional Library Service should be phased in over several years. The following schedule of funding and implementation is recommended:

First year:

1. Establishment of the Institutional Library Development Section in the Bureau of Library Development of the State Library of Florida. Both the staffing and operational funds for total staffing and operation should be available the first year.

2. $50,000.00 should be provided for additional materials in the State Library of Florida for interlibrary loan to Institutional libraries.

Funding for Institutional Library Service – Interlibrary Loan

The proposed funding for supplementary interlibrary loan for institutional library service provides to the State Library of Florida supplemental funding for materials and for additional staffing as needed to provide the service. The funding is proposed as follows:

Increased funds for materials for the State Library of Florida

First year – $50,000 – increase

Second year – $50,000 – increase = $100,000.00

Third year – $50,000 – increase = $150,000.00

Fourth year – $75,000 – increase = $225,000.00

Fifth year – $75,000 – increase = $300,000.00

The budget should be reviewed at the end of the fifth year to determine the amount that should be budgeted each year for the next five years.

Increased funds for support staff for the State Library of Florida:

First year – $10,000 – increase

Second year – $10,000 – increase = $20,000.00

Third year – $10,000 – increase = $30,000.00

The budget should be reviewed at the end of the third year to determine the amount that should be budgeted each year for the next three years.

Total funding for the Institutional Library Development Section in establishing the service:

Salaries	$50,000	Funding for future years should be increased according to the need for increased salaries and other costs.
Operating expenses	$25,000	
Total Budget	$75,000.00	

3. $10,000.00 should be provided for additional staff in the State Library of Florida for the Bureaus providing interlibrary loan, acquisitions and processing of the additional materials.

4. The funding by the state agencies for institutional library service at the 2% level should begin, either at that level, or a plan should be developed to indicate the progressive steps to be taken to reach that level.

5. The funding by the state agencies for institutional library service should be increased by 5% in those agencies which are presently at the 2% level of funding. Such increases should begin in this first year.

Second year:

1. $50,000.00 should be provided in additional funds for library materials in the State Library of Florida for institutional libraries. This increase over the first year would provide $100,000.00 for additional library materials.

2. $10,000.00 for additional staff making the total $20,000.00. This increase over the first year would provide $20,000.00 for additional support staffing in the State Library of Florida.

3. The State grants-in-aid through the State Library of Florida to institutional libraries at the 10% level should begin in the second year.

Third year:

1. $50,000.00 should be provided in additional library materials to the State Library of Florida for interlibrary loan for institutional libraries. This increase over the first and second years would provide $150,000.00 for additional library materials.

2. $10,000.00 should be provided for additional support staff for the Bureaus providing interlibrary loan, acquisitions and processing. This increase over the first and second years would provide $30,000.00 for additional support staff in the State Library of Florida.

Fourth year:

1. $75,000.00 should be provided in additional library materials to the State Library of Florida for interlibrary loan for institutional libraries. This increase over the first, second and third years would provide $225,000.00 for additional library materials.

2. Support staff should be provided for the next several years in response to the review made of the interlibrary loan activity and the needs for staff in the area of acquisitions and processing.

Fifth year:

1. $75,000.00 should be provided in additional library materials to the State Library of Florida for interlibrary loan for institutional libraries. This increase over the first, second, third and fourth years would provide $300,000.00 for additional library materials.

Pilot Program:

It is recommended that this planning take place in the second year of the implementing of the Long Range Plan of Action. In the third year the pilot program should become operational. In the fifth year a formal evaluation should be made of the effectiveness of the pilot program.

Advisory Committee on Library Service in State Institutions

The following Advisory Committee members were appointed to serve in an advisory capacity to the Consultant making the study and report on a Long Range Action Plan for State Institutional Libraries in Florida:

Stuart M. Cahoon, M.D., Director
Division of Mental Health
Tallahassee

John L. Keene, Librarian
Sumter Correctional Institution
Bushnell

Francis P. Kelly, Director
Division of Retardation
Tallahassee

Dr. William J. McClure, President
Florida School for the Deaf and Blind
St. Augustine

Leo H. Meirose, Director
Tampa-Hillsborough County Library System
Tampa

Charles E. Miller, Director
Robert Manning Strozier Library
Florida State University
Tallahassee

Joseph R. Rowan, Director
Division of Youth Services
Tallahassee

Edward F. Sintz, Director
Miami-Dade Public Library System
Miami

Louis L. Wainwright, Secretary
Department of Offender Rehabilitation
Tallahassee

Dr. Martha Jane K. Zachert
Associate Professor
School of Library Science
Florida State University
Tallahassee

BASIC ASSUMPTIONS

The following are the basic assumptions on which the study and the report were based:

1. That a collection of materials including books, audio-visual and other relevant materials has an intrinsic value for people of all ages and educational levels.

2. That these materials potentially can meet a wide variety of individual needs and desires when provided through a library service program.

3. That improved communication resulting from an effective utilization of these materials in a library service has a beneficial effect appropriate to an institutional society.

4. That the services of the library program should be universally accessible.

5. That the library is a service which cuts across organizational lines to provide to each individual the right of access to library materials that are best suited to the needs and the desires of the individual.

6. That the stimulating and the guiding of the institutionalized individuals in all phases of communications will increase their satisfaction, development and growth in both their appreciation and in their judgment.

7. That both the institutional library and the public library should be involved in pre-release and in post-release programs for all people who are or who have been institutionalized.

APPENDICES

A. PRESENTATION OF THE STUDY AND THE REPORT

The report, **Library Services in Florida State Institutions: A Long Range Action Plan,** synthesizes all that was learned from the on-site visits, from meeting with the Advisory Committee on Institutional Library Services, and from the information reviewed. In addition is included, also, experience with institutional library service as available in the several states and on the national level. The daily summaries which were developed by the Consultant from interviews and visits were a valuable asset in developing the Action Plan. The information provided by the state supported institutional libraries and the various public libraries through the questionnaires and other documents available became a base for determining how best to build on present library services.

The meeting with the Advisory Committee on Library Service in State Institutions provided an opportunity to discuss purposes and concepts of service and solutions to problems. The several alternate plans that were considered were discussed with personnel in departments, with the institutional staff including the librarians and with the State Library of Florida personnel. The Plan of Action described was the one selected to be developed with a pilot project to be implemented to test one alternative program.

The special aspect of the study and proposed action plan is that it is directed to all kinds of institutional libraries supplemented by all types of library service. It is comprehensive in relation to the institutional populations' need for services from libraries in the broadest concept. Much library service of high quality is now provided but there is still a critical need in Florida for a statewide action plan for future library service in state institutions. The future action should include adequate support from the parent department, additional support from the State Library of Florida and professional support from the Florida Library Association. Emphasis should be placed on total interlibrary cooperation. With an effective utilization of the funds now provided for institutional library service and the proposed additional funding, a library service of high quality can be provided economically to the institutionalized.

The Action Plan developed is a plan for Florida and developed to meet Florida's needs for library service to residents in state institutions. The fact that this plan is different from the library service programs for institutional library service in other states does not indicate a flaw in other programs

of service. It only indicates that such an organization of services is not the right one presently for Florida. Communications should be maintained with other states and with the federal government in relation to library service to institutions to insure that current trends are known and recognized. Modifications should be made as needed in whatever course of action is followed as changes occur in institutional programs and in library service programs.

The Institutional Library Development Section of the State Library of Florida should evaluate the planning and implementation of the programs of service on a continuing basis and make modifications as needed.

B. PRESENT PROGRAMS OF LIBRARY SERVICE IN STATE INSTITUTIONS

An unevenness exists in Florida in the services provided in given library programs for the residents in the different types of institutions – those for the mentally ill, the mentally retarded, the adult offender, those in youth services and the physically ill as well as those who are otherwise physically handicapped. All receive library services and in many institutions, very good services. Some of the variations in service are, in the effectiveness of the library service, related to the population differences. There exist differences in the needs of the groups and in their ability to benefit from present institutional library service programs. Some variations, however, cannot be so described as they represent the traditional less or greater concern of particular State Departments and the fiscal authority in the State of Florida. Administrators in the Departments and the fiscal authorities have had difficult decisions to make when faced with insufficient funds to meet all needs and the requirement to determine the priorities for funding. Priorities have not always been the same for the different types of institutions or even for the institutions in the same department. Library service needs have been inadequately met and a part of the reason is found in the failure to make the decisions that would give libraries a high priority in institutional funding.

Unevenness in the quality and quantity of present library services exists between individual institutions within the same general category. In some instances programs both in quality and in quantity reflect the priorities of the individual institution superintendents who may make the decisions as to the relative importance of library services. The variations may result from the quality of competence of available library staff, physical facilities, institution size or citizen support. Population characteristics and needs differ among particular institutions of the same general type. A number are closely related in resident population characteristics, programs of treatment, physical facilities or other factors that influence what is acceptable or desirable library service.

The library service programs in the Florida state institutions, although they have the common goal – to serve the institutionalized – now they are each very different from the other. For example, the libraries in the youth services institutions include school services as a strong element in the library program because of the necessary emphasis on education in the Youth Services Division. The traditional library service programs in the institutions for the mentally retarded are of little use. But libraries specifically developed for the mentally retarded are essential for the development of the resident population. Required is a high degree of skills and understanding. It is necessary to have the insight to know the kinds of library services that will help the people in each institution to realize their full potential.

The libraries in the Florida School for the Deaf and Blind in St. Augustine, must, of necessity, be highly specialized. The library for the Deaf and the library for the Blind are both vital and basic to the objectives of the institution in which they are located. They are also a resource for other libraries because of their specialized materials and personnel. The Talking Book Library at Daytona Beach is a specialized library, also, which is a resource for other libraries. In correctional institutions for adults, libraries play a part in the rehabilitation and motivation of those institutionalized. The libraries are a part of the institutional goal to enable the residents to return to society and to operate effectively in the community. In mental health the library provides programs that will help the patient return to society – a public library developed to the needs of those in the institutions.

The State Library of Florida at Tallahassee is advisory to the institutional libraries. There is a communication that has been developed but not clearly defined. The State Library of Florida does not serve in an administrative capacity as far as the institutional libraries are concerned. The State Library does not now have the same relationship to each facility but it does supply materials on interlibrary loan to each institutional library. The State Library does not have a defined responsibility for training but does have responsibility for informal education and an advisory responsibility for training. The State Library provides salary grant programs. The State Library has an informal relationship with the State Departments with institutions but does not have a formal relationship. Meetings are planned and programs developed with the Project Librarians under the Library Services and Construction Act program for institutional library service.

The State Library of Florida serves in an advisory capacity in the selection of materials for the institutional libraries. The Library also provides training to the institutional librarians in the selection of materials. The State Library participates in the recruitment of personnel and makes recommendations as an informal responsibility. At present the State Library does not have a direct involvement with a formal pre-release or post-release program. The mission of the State Library of Florida is to promote the provision of excellent library service to residents and staff of state institutions; to provide library expertise to personnel of state institutions involved in administering library programs; to provide expertise and guidance on library service to state officials who have the decision-making authority and responsibility for such programs in state institutions; to provide through program grant funds help in establishing and improving library service in state institutions; to provide opportunities for librarians of state institutions to continue to grow professionally through in-service training programs and through interaction with themselves and public librarians in the State.

The relationship of the State Library of Florida to the institutional libraries varies not only with different types of institutions but with institutions of the same type. One reason such variations exist is the fact that there are several different places a library can fall within an organizational structure. In all relationships, the State Library of Florida is strictly advisory and works on that basis with state program directors, with superintendents, education directors and comparable personnel and with librarians.

The Division of Health provides library service in the A. G. Holley State Hospital at Lantana. The facility is in a transitional phase presently. The library is experiencing a greater demand than can be met because of the pressure of the new programs in the hospital. The new programs and the new populations have made a change in the type of material required and in the meeting of their needs and desires. In relation to the former program and mission of the hospital, the library service had been well-developed in relation to the budget allocation. The library provided audio-visual services and recreational movies. While the space is attractive and well-utilized, it does not provide for any work space, adjoining conference room or other space for special library programs. The interlibrary loans with the State Library of Florida are extensive because many of the requests received are not owned by the hospital library. The library has popular books and a cross section of subjects that are consistent with the reading habits of the residents. The library is a part of the volunteer services. The hours the library is open are 8:00 a.m. – 4:30 p.m., Monday through Fridays.

The services and facilities in the correctional institutions for adults vary in adequacy and excellence. This variation is reflected within the Glades Correctional Institution at Belle Glade. The crowded facilities necessitated the moving in of mobile units with which space was provided for a library. The improved access resulted in an increase in book circulation to 1100 a month with a population of approximately 700.

The Florida State Prison at Starke has an extensive book and slide collection for a population of 1,250. The library provides a wide range of subjects and reference materials. Tapes, cassettes, long playing record albums, films, filmstrips and video equipment have been added to the library collection. Most of the recent addition has been made possible by a federal grant under the Library Services and Construction Act. The institution provides academic and professional training with the library supporting the services as required. The library, itself, is a pleasant and attractive facility although more space is needed as additional programs are developed and as the collection is expanded.

The Avon Park Correctional Institution provides library service for its 720 residents. The programs include educational and recreational services including movie programs with an average attendance of 250 at the movies. These and other library services have been provided with both state funds and with federal grant funds. While the library has a fairly large book collection, it is lacking in audio-visual materials. The library works with the community work-release program, pre-parole work release and re-entry orientation.

The Florida Correctional Institution at Lowell contains three units. Two units are for women and one for men. The Forest Hills unit has a pre-release program. All three units receive library service. The mission of the library service program is to provide the institutionalized with a close approximation of the public library materials. The library in the main women's unit is an attractive facility although additional space is needed as programs of service are developed.

The Apalachee Correctional Institution Library at Sneads has as its mission statement the provision of research, recreation and rehabilitation for the target population of 946 young men 18 to 25 years of age. The highest use per month was 1850 and the lowest 800. The library utilizes the interlibrary loan systems from the State Library of Florida which makes books from any public or institutional library available to the population. The extensive vocational and academic training which is received by the young men in the East Unit is supported by library service. The institution has two units. Residents in both units receive library service. The East Unit is well used and has a book collection to provide library service to its constant users. The library, itself, is attractive but more space is needed.

The Sumter Correctional Institution at Bushnell has as its mission statement, "To create and to maintain a functional library within a correctional setting realistically geared to and meeting the needs of the population through the library's collections, programs and services." The library has both a work room and a conference room. Although the library has been expanded physically in recent years, lack of space still hampers the development of collections and of programs and services. The library provides a post-entry program which is continued as an on-going process. To achieve re-entry, the library aligns itself as closely as possible to an "on-the-streets" program. The individual who can utilize the Sumter Correctional Institution Library will be able to utilize other libraries upon release. The library facility has been made attractive and functional. Academic and vocational training programs are provided. There is need, as a result, for continued support for these programs with library service.

The River Junction Correctional Institution at Chattahoochee has a new library which is just in the beginning stages of development. State and federal funds are available for staffing the library and

for purchasing materials. Adequate and suitable space is required. Plans have been developed, also, for providing a larger space in an accessible area for the library. There is a strong and expressed desire on the part of the residents for the ability to have access to library service in the institution.

The DeSoto Correctional Institution at Arcadia provides library service to its residents. The library has as its mission the extending of academic, vocational and recreational services. The highest use per month was 70% of the population and the lowest was 40%. The librarian borrows any and all types of material through the State Library of Florida. General education and vocational training are a part of the institutional program. The library provides support for these programs.

The Lake Correctional Institution at Clermont has a library which is quite popular with the population and used extensively for informational and recreational reading and for listening activities. The library has a booklet with the library rules and regulations which is available to all. The pre-release program is limited to informational materials and telephone directories of local areas. With a population of 311 residents, the highest use per month has been 2316 – as the population increased so did the use of the library.

The Union Correctional Institution at Raiford provides long hours of availability of access to the library. The library is also open seven days per week. The library has a large general book collection and is actively developing a law collection including an upgrading of the total law library. The large number of phonorecords available are actively used. The library has a lesser number of cassettes. The library has a collection of materials for residents who are blind. Other media appear not to have been included as comprehensively but such a program is being developed. The highest use of the library by the 2000 residents per month was 7,500 and the lowest 5,000. The library is very pleasant as a physical facility – attractive, colorful and well arranged. Additional space would, however, enable the library to be even more effective and usable than it now is. Special services include a collection of telephone directories. These are used as a part of the post-release program because the residents can utilize them in obtaining addresses for potential employment when released. The library is not a part of the pre-release or re-entry program. Vocational and academic training programs are provided by the institution and require library support.

The Cross City Correctional Institution has as its purpose the establishing and maintaining of a pleasant reading and study area for the residents of the institution. In addition, there is the purpose of providing custody, care and academic and vocational training for the residents. A pre-entry orientation and a pre-release orientation are provided as well as a work-release program. Significant subjects included in addition to materials in non-fiction and fiction are reference materials, easy readers and black studies. The library is making extensive use of the Florida Interlibrary Loan System. Out of a population of 380, the highest use per month was 1123 and the lowest was 191.

The library needs to add audio-visual materials to the collection as the present emphasis appears to be on books. The library maintains a small law library collection. The library facility itself requires additional space so that a media center can be developed and the required equipment added for the use of the materials. Current encyclopedias are required for resource material. A special current program is the observance of the Bicentennial.

The Reception and Medical Center at Lake Butler has a resident population of approximately 2300 – 300 of which are permanent residents. The facility is open Monday through Friday, 8:00 am to 5:30 pm. It is open weekends from 8:30 am to 11:30 am. Because of shortage of staff, afternoon weekend hours had to be curtailed. The collection is made up primarily of books, both hardbound and paperbacks. A three way audio-visual-tape is available and will be installed. Recently two satellite tent facilities have been opened which also require library service. This population is included in the 2300. The average stay of the non-permanent population is six weeks. Grants of federal funds have been received in the past to assist in the establishing of the library.

Overall the libraries in the adult correctional institutions maintain night and weekend hours as well as day-time opening. Some are open all holidays also. There are exceptions to this very good availability of access where staffing allows only for day-time hours or requires that the library is closed on specified days or for certain hours during the day. General education and vocational training are provided by the institution. Library support is required for these programs. This is in addition to the public library type of program required and specialized services.

Libraries make use of paperback books in addition to hardbound books and have large print books. Audio-visual materials and equipment are available in varying degrees in addition to the books. Magazines and newspapers are included in the collection and well used. Collections of black literature, Spanish literature and ethnic non-fiction are included in many of the libraries. Legal materials are also available in varying degrees of quantity and quality.

In most instances, organizationally the library is directly under the Department of Education in the institution. The Library Services Committee, a committee made up of librarians in the Department of Offender Rehabilitation, prepared the **Library Handbook** for the Florida adult correctional institution libraries. The publication contains, among other documents, the materials selection policy for the institutional libraries. The librarians in the department which provides library services to adult offenders work together and have good professional communications.
The correctional libraries utilize interlibrary loan extensively and effectively. In many instances the librarians work directly with the public libraries and library systems. In some situations, the institutional libraries can also be helpful to the public libraries. Public libraries in several areas provide bookmobile service for the road camps and prison farms.

The Youth Services institutions all have library services available and also serve as media centers. At the Howell E. Lancaster Youth Development Center in Trenton the population is 165. The highest use of the library in a month was 400 and the lowest was 250. The library makes active use of the interlibrary loan service through the interlibrary loan network. Films are borrowed extensively through a variety of sources. Video-tape instructional programs are also available on a loan basis. The pre-release program is developed primarily as peer counseling and pre-vocational skills. These receive special attention as the resident approaches release and is not a separate program.

The Alyce D. McPherson Instituion at Ocala maintains a school library and media center. As a result, the library includes, in addition to books, a wide variety of audio-visual material and equipment. The library also has production equipment available and has made effective use of it. The library is open for community groups. The library is a combination information/recreation center for the 180 young people in the institution. The library, itself, is colorful and attractive. The library service program has as its goal the utilization of the library/media center by the young people so that when they are released, they will use their own public library, school library and media center. Additional space for the library/media center would enable the institution to carry out the program of service to a greater degree than is now possible.

The Arthur G. Dozier School for Boys at Marianna has as its mission the meeting of the educational, recreational and informational needs of the students. With a population of 700 the highest use per month was 100 and the lowest 50. The library's basic materials are books, magazines, films and cassettes with some phonorecords and video tapes. The library is a very attractive contemporary type of school library in the heart of the school. It provides open access to all. Additional use could be made of the library, it appears, if it were possible to have the facility open additional hours and days. As with many of the libraries, special services could be provided and special collections with additional funding.

The Florida School for Boys library at Okeechobee with a 600 resident population has a highest use per month of 400 and a low of 175. The library has in its pre-release and re-entry programs a survival kit which contains locations of public libraries, legal aid assistance, location of employment agencies and other pertinent information.

Overall the Youth Services institutional libraries have strong audio-visual collections and also have the required equipment. The total collections are developed according to the needs of the students and reflect a cross section of the student needs and desires. They maintain active relationships with

other libraries in the area where such is possible. The librarians actively utilize the interlibrary loan services available. The Library Services Committee composed of the institutional librarians of the Youth Services libraries has recently developed a materials selection policy and has issued this document. All of the libraries are in the process of basic development and are working to meet the needs of all of the programs in the institutions. Organizationally the libraries are under the Education Department within the institutions. The librarians are responsible to the academic principals in the Youth Services institutions. The library/media centers are open to the residents only during day-time hours five days per week. In some instances they are not open the entire day during the day-time hours. In other situations, when staff is available, evening hours are available to the students.

The institutional libraries in the field of mental retardation are as varied as their populations. The Sunland Development Center at Fort Myers is a client-centered library and media service. With a population of 913 the highest use per month was 2500 and the lowest 2000. The Center has an audio-visual production center as well as books and other media. The Center has an audio-visual studio also. One special program is that of video-tape playback with the Severe/Profounds and using the Foster Grandparents one to one. The library is an active place with many programs being utilized at the same time by the residents. Additional space is required to enable the Center to carry out its developmental program.

The Sunland Regional Community Center at Marianna has as its mission statement: To help normalize the lives of the clients at Sunland Marianna by providing the same library services provided by any good community library; to insure that the individuality of every client is recognized as the staff meet their educational, informational, recreational and therapeutic needs; to support all staff who work with mentally retarded citizens at the institution and in Region II A; to assure eventually the availability of relevant library service for all clients in the region as well as informational service to parents, foster parents and other interested citizens. With a population of 729 the highest use per month as 1600 and the lowest was 1300. All the programs of the library are directed toward the eventual release of the clients. The library has an audio-visual studio. The attendance at the special programs, held two per week, ranges from 12 to 200 each with an average of 30 per program. The library area is attractive and used to its fullest extent. The space provided in the physical facility is, however, not large enough to allow for the development of the potential of the library. The institution employs a media specialist in addition to the librarian.

The Sunland at Tallahassee library has as its mission the provision of an education and recreational resource center with the major goal of the stimulation and development of concern, learning and

understanding. The library is attractive and well used. It, as a facility, is, however, much too limited in space to allow for the complete development of the program. Special programs included: Five rabbits at Easter; a helicopter visit; weekly story telling sessions; bibliotherapy for adults.

The Sunland Center at Gainesville has as its purpose: To provide library programs and services to the residents of Sunland Center; to provide materials for staff members that aid them in gaining a greater insight into mental retardation. The library has developed effective relationships with libraries in the immediate area and with all types of libraries. Some of these libraries are at a greater distance but taken together can provide the kinds of materials needed. The library also provides an extension program which serves the cottages and the hospital. This service enables those who cannot come to the library to receive the service where they are. The library is attractive and well used but limited in space even with the extension program. A special program has been developed with the Sunland schools where 38 classes per week received scheduled library time.

The Sunland Center at Miami library has as its mission: To add a dimension of experience which transcends the institutional setting through print and non-print media responsive to the needs, interests and abilities of individual clients; and to assist staff to improve the level of their performance through print and non-print media which supplement other Center program design, function and implementation. The space for the library is small compared with the library program potential needed and desired. The collection of materials is augmented through the use of the Miami-Dade Public Library film collection and from the State Library of Florida. The use of the library in a specific month by a 750 population was: 131 average use per week; circulation transactions were 33; group visits numbered 18, involving 129 clients.

The Sunland Center at Orlando library has as its mission the providing of a program of library service in a listening and viewing area that will meet the recreational and therapeutic needs of residents and the providing of bookmobile service and programs for the wards. The institution employs a media specialist as well as a librarian. In addition to the other materials in the library in different types of media, the Center library has a large collection of phonorecords. This collection receives the highest use by the 900 residents of any of the materials. The special programs include programs in the wards and films, filmstrips and story times. The space allocated to the library is small. More space is needed to develop the program for the residents of the Center. The funding for the Center library is primarily in the form of grants. The Center library requires new encyclopedias – these receive the least use at present. The Orlando Public Library has assisted by providing films and other materials for the Sunland Center. The public library's Sharing Literature with Children program enables the Sunland Center to use the audio-visual materials on a loan basis. Because all of the residents at Sunland who are capable of functioning in a group home, foster home, or private home

are educated and trained to their fullest potential, most of the population in the Center consists of severely and profoundly retarded people who have multiple handicaps and are non-ambulatory. The resident library has been recently opened. To relieve the problem of inadequate space a portable unit will be provided that will allow more space and will be better equipped for a library than the present facility.

Overall the Sunland libraries for the mentally retarded have program potentials to meet the needs and desires of the residents in the institutions in the Division of Mental Retardation. They are, however, hampered by the need for better ongoing funding to purchase materials and equipment; to increase the space available for programming; to increase the staff to allow for longer operation and to enable the library program to achieve the highest quality and quantity of services. All of the libraries have extended their collections through the utilization of other resources. In addition to other resources, the Retardation Resource Center in Tallahassee is available to the Sunland libraries. The Foster Grandparent program increases the ability of the library to be more effective both in the services provided and in the number of people released. Organizationally the libraries vary in their placement in the Sunland organization from institution to institution. Some of the Centers are open only day-time hours five days per week. Others have evening hours as well as day-time hours. The accessibility of the library resources is provided through the extension of the library services throughout the Center. All of the programs have a newness and vitality that require adequate funding.

In the State Department of Education the Florida School for the Deaf and Blind maintains one library for the deaf and one for the blind. The library for the deaf also has a media specialist available in the institution as well as a librarian. An audio-visual production center is also available as well as an audio-visual studio. The book collection is made up both of hardbound books and paperback. The books are supplemented with multimedia kits, transparencies, captioned 16mm film, filmstrips, film loops, video tapes, cassettes and study prints. Books are borrowed only from the State Library of Florida. The library and media programs are extensive with plans for the future development of a media resource center. Because the materials are uniquely suited to serving the deaf – such as captioned films – the media resource center has the potential for service as a resource center beyond the boundaries of the school itself. The development of the interlibrary loan system in the State Library of Florida through the additional resources and personnel will enable the School for the Deaf to make additional use of those resources. Both the kinds of materials available and the speed of the service will be increased through the developed program and funding.

The library for the blind has a collection of learning materials for the students. The emphasis in the library is on books. They are supplemented by magazines, films, filmstrips, audio-tapes and

video-tapes. The library, itself, is attractive and has a satellite library in another building. The branch provides a greater utilization of resources and services and there is greater accessibility. Additional space is needed in the main library to provide staff workspace. The library has two listening booths. The librarian borrows material from the Talking Book Library in Daytona Beach and from the library for the deaf. The library is a well established one and provides many services for the students that it serves.

The Florida School for the Deaf and Blind at St. Augustine in providing library service to its residents is different in some respects from the other state supported institutions included in this study and report. The School can, however, benefit from cooperation with other state supported institutional libraries. The interchange will be helpful also to the other state institutional libraries as well as to the School libraries. Some of the institutions have among their residents individuals with the same physical handicaps – deafness or blindness. A sharing of materials, personnel, equipment and methods of service – a mutual sharing – can be beneficial to all.

Overall the two libraries in the Florida School for the Deaf and Blind are providing materials to meet the needs, desires and abilities of the students. With more space and staff available to carry out the potentials of the programs, the entire service would be improved. Additional funding for materials would also be helpful to many programs of library service if such materials are available to other institutional libraries. Cooperation and coordination of the services to both the deaf and to the blind, where appropriate, would be helpful to the entire program of the school.

In the Division of Mental Health institutions the Florida State Hospital at Chattahoochee has an effective library facility in its Patient/Staff Library. The purpose of this library is to provide materials and services which will help prepare patients to return to the community. The book selection responsibility is that of the librarian. The library has two advisory committees: 1. The patient library committee; 2. The staff library committee. The Patient/Staff Library is attractive and accessible. Additional space is required, however, to carry out an effective program for the population of the institution. The planning for the library service program is such that effective service can be provided with additional space and funding. The librarian supplements the collections of the Patient/Staff Library through the interlibrary loan network. The books for the library are processed through the State Library of Florida Bureau of Book Processing.

The G. Pierce Wood Memorial Hospital Library at Arcadia provides books and phonorecords. The highest use per month with a population of 2250 was 1150 and the lowest was 368. Special programs consist of film showings, discussion programs on specific subjects and rap sessions. The

space for the library is attractive and provides a feeling of spaciousness. A conference room is available as well as an audio-visual studio. A work room for staff is also available.

The Northeast Florida State Hospital at Macclenny has a population of 1811. With this population the library had 1163 patients use the library per month as a high and 938 as a low. The library is located in a small area and consists of a small collection of books, both hardbound and paperback. The library also includes newspapers in its resources. The resources are supplemented through interlibrary loan.

The South Florida State Hospital in Hollywood maintains a library with a collection of materials made up of books, primarily, both hardbound and paperback. The library also has newspapers available. This collection is supplemented with films, film strips, audio-tapes, phonorecords and cassettes. The room in which the library is located is large enough for present activities. As new programs are developed and programs in all media expanded, additional library space will be required. The library presently has a work room available. The program of service requires additional planning, implementation and staffing to make available all of the services that are required by the patients in the total institutional program.

The Florida Mental Health Institute in Tampa maintains the client materials in the residential areas. The age groups are clearly defined – a children's project, an adolescent project and an adult project. The materials appropriate to that project are housed in that residential unit. The book selection responsibility is shared among the Learning Resources Center staff, the project staff and the clients. In a program drawn up in cooperation with a staff education specialist, the Learning Resources Center circulated a group of 40 specially selected books to the adolescent clients 100 times in a week and a half. Special programs include film showing and weekly evening meetings providing a guest lecturer who presents a program. A conference room is available. The Learning Resources Center has cooperative arrangements in the Tampa area. The Tampa-Hillsborough County Public Library has provided consultant services in selecting materials for and in programming the children's and adolescent projects. Materials include educational and learning toys, high interest-low vocabulary materials and other such special collections suitable for the clients. One of the Institute's projects, the Alternatives to Hospitalization project, deals specifically with the re-entry of clients into the community. The Learning Resources Center plans to work with the staff of the project to develop a bibliography of materials which prove useful to the clients as they progress through the project.

The Florida Alcoholism Treatment and Research Center's Professional Library was not funded in fiscal 1976. The library contained an outstanding collection of materials on alcoholism. The library

was attractive and located in a separate unit. It was a well organized collection which made it readily available for research. No organized library service in this institution at Avon Park was maintained for the patients. Reading material was available to them on an informal basis.

Overall the institutional libraries in the Division of Mental Health vary greatly in programs and in purposes. There is need for overall coordination to bring like programs to the level of the best now provided. There is also need to improve the most active and effective programs in quantity and quality. In most instances the libraries are open only during day-time hours, Monday through Friday. Saturday hours are provided in one instance and evening hours in another. Additional funding is needed for staffing to provide quality programs of service and to make the library more readily accessible to the population.

The Florida Regional Library for the Blind and Physically Handicapped located at Daytona Beach has as its purpose the providing of reading materials to the blind, visually impaired and physically handicapped residents of the State of Florida. The book selection responsibility is shared with the Library of Congress. Approximately 9,039 patrons are served by the Library. The target population is 311,250. The library's entire collection is in the specialized media of talking books, Braille and cassettes. The program of the facility is provided by the librarian and the Bureau of Blind Services Advisory Committee. The circulation for August, 1975, was 68,141 and for the first fiscal year 473,200. The Library is open during day-time hours Monday through Friday for service.

The collection is unique in format rather than in subject. The type of collection maintained is that which would be available through a public library or the school system. The Florida Regional Library for the Blind and Physically Handicapped serves residents throughout the State of Florida. There are, also, six cooperative sub-regional libraries located in specified Florida public libraries and library systems. The Library also serves as the Multistate Center for the South. The Library coordinates the volunteer production of materials throughout the South. The Library receives its support from Florida State Funds, Library Services and Construction Act Funds and from anticipated Multistate Center grant funds.

Many of the public libraries are actively cooperating with the institutional libraries. Many of these activities are related to specific programs of service. Other public libraries which are not now presently active are interested in developing programs of service with institutional libraries. Several public libraries have been mentioned in the review of institutional programs. Some of the other programs of service are: The Santa Fe Regional Library in Gainesville works with the Sunland Training Center in Gainesville; this public library also provides regular bi-weekly bookmobile stops at the State Correctional Farm and at the Road Camp in Alachua County. Library materials are also provided by the Santa Fe Regional Library to half-way houses. The Leon County Library in

Tallahassee provides bookmobile service to the Springhill Road Prison and works with Sunland, both in Tallahassee. The public library, Leon County Library, assists directly and indirectly, as well, in pre-release, re-entry and post-release programs. Service is also provided to half-way houses by this library. The Avon Park Public Library sponsors a library exhibit of the art work that has been produced by the residents in the correctional institution at Avon Park. This special art exhibit receives excellent local newspaper coverage in announcing and in describing the program made available by the Avon Park City Library and the Avon Park Correctional Institution. Through a cooperative effort, materials in the Avon Park City Library are available to the residents in the coorectional institution through interlibrary loan with the institutional library there. The librarian of the Belle Glade Municipal Library and the librarian at the Glades Correctional Institution have agreed to the establishment of a program of cooperation. The Orlando Public Library assists with the recruitment program for institutional libraries in the area. This library also assists in the pre-release programs. The library also has an active and effective program with local correctional facilities. Although the Broward County Library in Fort Lauderdale does not now work closely with state institutions, it has received a grant to survey the County needs for outreach library services.

The overall consideration concerning the present service to those who are institutionalized are: 1. An excellent base for service has been established for quality library service; 2. Needed to maintain this base and to advance is adequate funding for total professionally qualified staff; for additional staff; for at least adequate space; for suitable materials; for developmental programs for the residents; for in-service training for library personnel; for at least adequate hours of service. The base for equal quality service has been developed and statewide planning has been effectively done on a six year basis. With adequate funding the present potential for quality institutional library service would be realized.

C. ALTERNATIVE PLANS

In discussing and considering how library service could best be provided in the state supported institutions to the residents in those institutions, various plans and combinations of programs and plans emerged. The two feasible alternative plans given final consideration when the present long range action plan was selected to be developed were:

1. The objective is to provide good library service to both staff and residents of institutions. In this report and plan the emphasis was placed on library service to the residents. In this alternate plan the State Library of Florida would provide the professional and support staff. The State Library would also be responsible for the budget to acquire library books and other media including magazines, newspapers and audio-visual materials and equipment. The budget would also provide funds for all operating expenses, supplies and programming. The institution in which the library is located would provide adequate space for the library as well as heat, lights and other such facilities. The State Library would establish a branch library in the institution to serve the residents and staff. Branch librarians and their assistants would be members of the State Library of Florida staff and work directly with staff members and residents of the institution concerned. Working collections of books and other materials for the residents would be located in the various branch libraries while the State Library of Florida, as the headquarters, would provide the supplementary and resource materials of all types. The State Library of Florida would provide centralized supportive services such as acquisitions, cataloging, processing, interlibrary loan and reference services. While this alternative may be successful and desirable in some situations, on an overall basis it appears not to be appropriate at this time. The long range action plan recommends that a pilot project be established which would test this plan in a Florida institution. After that recommendation has been implemented, a judgment can be made as to whether this plan is a workable one on an overall basis.

2. The second alternative considered provided for the State Library of Florida to contract with local public libraries to provide public library service to the residents of institutions. The institutional library would then be a branch of the local public library. Benefits received would include bookmobile service, books-by-mail service and other service programs that have been developed for the public in general. This plan would insure that the instutitions have a link with the community in which the institution is located through the public library. Total library service from the area providing public library service would be provided. If other libraries were included in the library service cooperation, such as the local community college library, the institutional library service would be broadened and strengthened. While this

alternative has much to support it, the plan establishes more filters and administrative layers in providing the library service. Because public library service is uneven in the State of Florida, some institutional libraries would receive inadequate service while others would receive superior service.

D. PREDICTED RESULTS OF LONG RANGE ACTION PLAN

The long range action plan selected to be recommended includes many factors that make the program suited to Florida at the present time. To justify the expenditure of funds, the time of personnel, the time of the residents and the dedication of space, definite postiive improvements in the library service program should result as well as improvement in the total institutional program. It is projected that the following will result from the implementation of the long range action plan recommended:

1. The library program will provide a recreation to the residents of the institutions and will assist in providing a relief from the tensions of being in an institution.

2. The residents will increase their knowledge and will realize their individual capabilities for positive re-entry into the community or for a continued positive stay in the institution.

3. The special services of the library will enable the residents to communicate with each other, with the staff and with the world outside the institution.

4. The library staff working with other institutional staff will be able to assist in planning institutional programs for the residents for treatment and/or rehabilitation.

5. The library program will give the residents an idea of what a library can offer upon release. The individual can make an easy transition from the institutional library to libraries outside the institution. The libraries will be a support to the pre-release, the re-entry and the post-release programs.

E. SELECTED LIBRARY SERVICE PROGRAMS – PROPOSED

As the institutional library program develops through the implementation of the long range action plan, the libraries will, of necessity, implement specific library service programs. The following individual programs have been selected to be described for use in the institutional library service programs as they relate to the total institutional programs. These specific programs are only examples of the kinds of developmental programs that can be instituted.

Bibliotherapy in Institutional Libraries – The development of a bibliotherapy program would be a beneficial use of funds in an institutional library. This program would utilize library materials to develop insights resulting in improved behavior and attitudes. The program can be developed in a group session or in an individual session. The group session can be made up of permanent members or can be made up of members brought together for each individual group session. Some sessions can be planned with co-leaders and others with an individual leader. In developing and implementing such a program of service, it is necessary that the librarian work with the appropriate personnel of the institution. It is important, also, that there be a definite continuing evaluation of the results of the program.

Many kinds of materials can be used in bibliotherapy – non-fiction; fiction; poetry; short stories; full length stories and/or other media. The materials can be selected by both the leaders and the participants. A result of the sessions may be the inspiration for creativity in many forms on the part of the participants. The bibliotherapy program can be directed toward one specific problem or a variety of problems represented by the variety of participants. Through the use of variation in subject and in style, the many interests of the residents can be accommodated. It may be, also, that there will be an interest in utilizing tape recordings of the sessions for whatever study of the sessions in depth seems appropriate. The location of the sessions can vary – the session may be held in the library, within the institution where the patients are, in the school, on the lawn or wherever seems appropriate and feasible.

The librarian, or bibliotherapist or whoever serves in this capacity should consult with the psychologist or other appropriate personnel in the session planning. Many of the residents who participate in the bibliotherapy sessions will be those who are not motivated to read so there is a necessity to bring as much understanding as possible to the session. Some of the residents will have physical or other types of blocks to reading. Through bibliotherapy, literature can contribute much to the rehabilitation of the resident. Bibliotherapy provides an excellent means of communication among the many groups within the institution.

The discussions within the bibliotherapy group should not be a formally organized session – not even a session which is led. The discussion should move as the group wishes. No analysis of the literature presented should be made nor should any probing take place within the free discussion. The selection of the material for the bibliotherapy sessions is a crucial part of the total program. The materials presented should be matched with the members of the group so that profitable discussion will occur. In some instances, the residents themselves can be involved in the reading of the story, the play or the poetry. The entire program must have the support of the administration but the bibliotherapy session should be a part of the library service program. As the bibliotherapy program develops, a valuable resource will be established in the library for the future through the records maintained of the successes or problems of the program. This resource can be shared among other institutions for the benefit of all.

Pre-release/Re-entry/Post-entry Programs – Such a program could be developed by the library which can provide the opportunity to explore the many changes a resident will face when re-entering society. Topics that can be explored are re-motivation, the establishment of goals and the expansion of self-awareness. Guest speakers can be provided to help achieve all of this expectation. Also, practical information can be made available on the topics of job interviewing, credit principles, banking, community awareness – information on educational opportunities and on-the-job training, on loans, grants and scholarships can be provided through catalogs and pamphlets. The materials utilized in the library should be current and can be in the form of both print and non-print materials.

A job information center can be established in the library with the assistance of institutional personnel -- both residents and staff. Much assistance can be provided by those involved in vocational and educational guidance in the establishment of such a center. Assistance can also be given by the library to those residents who are involved in earning their high school diplomas. It is important, too, to acquire materials relating to job opportunities and high school subjects such as geometry, English, chemistry, physics and the like. The books and related materials should be relevant to the subjects being considered within the institution.

The goal of the institution can be established to facilitate the return to society of the resident on as rapid a time-element as possible. Through such a program the library service should be directed toward the rehabilitation and socialization of the institutionalized. The library can assist in the development of acceptable habit patterns. Through the establishment and development of a program with a community library or library system, a mutual program of pre-release/re-entry/post-release can take place. Such a program provides a tie with the community that will facilitate work with the residents who become a part of the larger society; will promote a greater community interest in the

institutional program; will provide for a mutual enrichment for the service available to the residents; will improve the service being provided and will allow additions to these services.

Through a college educational program developed with the help of a community college, the residents who are able to take advantage of such a program can, when released, continue on in the college program. Such a program will have to have library support. The vocational department will require library service also as courses in mill and cabinet work, auto body repair, auto engine repair and other such programs are developed for the residents. It is essential that the materials in the reference and the technical areas be current to be of assistance in the program. To insure that all will have an opportunity to participate in the pre-release/re-entry/post-release program a definite plan must be developed by the library and followed through on a continuing basis.

Toy Library in an Institution – Because the conventional library methods of working with the mentally retarded to develop basic skills are not appropriate, the use of toys should be established in these libraries. Among the toys that can be utilized in this program are puzzles which can be developed into a variety of designs; pegboards and pegs; color recognition charts and other toys that assist in color recognition and discrimination; duffle bags of blocks of many sizes, shapes and colors; and other educational toys that are pleasing and helpful. Through the toy library, learning becomes fun. Types of toys that are of greatest value are those which encourage oral communication such as talking on the telephone; talking dolls or other toys that will assist in developing a communication pattern. Puppet shows are popular, educational and recreational. Toys to teach size, color, shape and other discrimination are useful. Practical toys such as those that would be used in a kitchen – pots and pans – are of definite interest to the children and teach needed skills. Books which appeal to the touch as well as to sight, sound or smell can assist the resident in learning and are a source of enjoyment. Simple games such as pegs enable the resident to develop a skill and result in a sense of accomplishment if care is taken to relate the toys to the particular individual.

In a toy library, the toys can be used in the library itself or can be borrowed. Through the toy library play-learn groups can be developed. Residents for whom the toy libraries are feasible can learn by playing. The materials provided should be those which are appealing to the residents for whom they are designed. The residents should have an area in the library where they can happily use the toys with guidance from staff members who can work with the project effectively. The toys will promote in the residents the growth of learning skills that will assist in the development of their potential.

A Listening Center in an Institutional Library – Such a Center can be established in a Library to provide awareness of the outside world, stimulation for the user and can also serve as a source of education and recreation. To utilize all of the benefits of the listening center, the residents need to

be able to have the freedom and the ability to choose the music, poetry, drama or stories for themselves for their listening pleasure. Such a center is especially designed for residents who can make only limited use of conventional reading materials. The listening center with its media approach brings library service to these residents whether or not they have the basic reading skills. The listening center can be broadened so that the residents can use the visual approach through filmstrips and other visual materials as they listen.

Through such a Center, the residents of the institution achieve a communication with others which otherwise would not be possible. The communication is further facilitated if a discussion group, a rap session or some other informal opportunity is provided to facilitate a communications channel. In developing the resource of a listening center, it is especially important that the residents participate in the development of the center. The materials provided must be directly related to the individual differences of the residents. The overall program must also be related to the goals of the institution. The physical setting of the listening center should be attractive to achieve the greatest benefit from the program. A side benefit of the program is the development of the concept of sharing. It is unlikely that the library will have enough listening stations to accommodate at one time all of those who wish to listen. The residents will learn that by taking turns at the listening stations, all will have the opportunity to listen and to share their experiences.

A Skill Center in an Institutional Library – In the development of skill centers, the level of the abilities and potentials of residents will require careful study to determine the type of skills that can and should be developed. In such a center, audiovisual materials will need to receive emphasis. Audio and audiovisual aids will provide useful tools for the skill center concept. Consideration should be given to the provision of college level materials also. The library will play an important part in meeting the requirement of the strengthening of trade and technical materials in the skill centers to achieve effective service.

Independent Study in an Institutional Library – A program of independent study can be developed in institutions where such is feasible. In such a service, in addition to the development of the details of the program, print and non-print materials are required as well as are carrels which can be utilized by the residents in pursuing the independent study program. Media materials of all kinds are needed in an independent study situation. Each librarian developing such a center will require the complete and detailed knowledge of the interests and potential of the residents in the institutions. Independent study must be developed in a prescriptive situation. For independent study to be effective, the library should insure that the materials are available for any study which is pursued. Independent study can be utilized in all library areas but is especially effective in vocational education.

Development of Selection and Acquisition Policies in an Institutional Library – In order that institutional librarians can bave a firm basis on which to determine the appropriate selection and acquisition policies for an individual institution in both subject matter and types of materials, each institutional librarian should have the time available to make such a study on a continuing basis. The study would be made as often and as extensively as the population make-up undergoes a significant change. Such a basic study maintained on a continuing basis will insure that the library collection is reflective of the residents' needs and desires.

To determine the adequacy of the present collection as to use, a review of the collection itself and its turn-over will indicate the subjects most heavily used; whether non-fiction or fiction is most popular; and the relative use of paperbacks and hardbound books. For a period of time set by the librarian, the same type of review can be made of the reference materials, audiovisual materials and of magazines and newspapers. The results of the observation can be most helpful in telling the librarian the general area of the desires of the residents for subject matter, specific materials or types of materials. To provide a more extensive review of the material needed and desired the entire population can receive a questionnaire and a sample of the population can be interviewed. The results will indicate, undoubtedly, that the size of the institution does not necessarily indicate the size of the library needed except for duplication of materials. The range of subjects may be as wide in a small institution as in an institution with a large population.

Such a survey will enable the library to be an active, well-used facility that will be enjoyed by the residents for recreation, education and rehabilitation. In addition to the observational review of materials being used, a count can be made as the items are returned to the shelves. A side benefit from such a study of the count of materials returned to the shelves is a quick impersonal review of the activity in the library. Such a study should be independent of any organized use of the library such as school visits or assignments.

In the development of a program implementation of the questionnaire results and the on-site interviews in the development of a selection policy and an acquisition policy, the residents should see immediate results of their participation in the study. Suggestions made by the residents should be acted on promptly when the policies are developed. The administration of the institution should also see immediate benefits in the time spent in such a study. The selection and acquisition program should show a direct relationship to the results of the study. The written selection and acquisition policies should be revised, amended or replaced as seems necessary from the results of the study and from the population and program changes.

Regardless of the type of institution, such a continuing study should be established as a part of the library's ongoing program. The methods employed will vary according to the capabilities of the

population. The utilization of the results will vary accordingly, also. The utilization of the results will enable the library to become a growing and living institution that will be responsible to the residents and to the program of the total institution. The library will provide reading materials that will assist residents to prepare for vocations, enlarge their social, cultural and educational backgrounds and help to prepare them for post-institution life; to develop reading and listening skills as a leisure time activity and as a therapeutic release from the constancy of being institutionalized. Such a program will also provide a positive assistance in substituting new interests for undesirable attitudes. Information and reference service, educational reading, both vocational and cultural, and audio-visual materials integrated with the printed word will add a desirable dimension to the life of those who are institutionalized.

Legal Library Materials in an Institutional Library – It is important in providing a program of legal library research materials that there be a realistic access to that part of the library. General works, written in the layman's language and level, and legal materials to meet the immediate requirements of residents should be included in the law library section of the institutional library. Informational needs which cannot be met by the facility law library can be channelled to the State Library of Florida. Because there is not now a public law library at the state level in Florida,The State Library of Florida should develop a basic law collection. Questions not answered at the State Library of Florida can be sent on to the more specialized law collection.

Library Service to the Deaf and Hearing Impaired in an Institutional Library – Because lack of hearing is the greatest limiting factor for the learning of language and learning to read, a special emphasis should be placed on the development of library service to the deaf and the hearing impaired to achieve communications. The key to knowledge is communication and language and sound are the basis for most communication. It is important that the barriers to communication be broken. Words however recognized are important to that learning. Top priority should be placed on the providing of library service to the deaf and the hearing impaired for all such residents in all institutions. Resources exist for the library service to the blind and visually handicapped through the Florida School for the Blind at St. Augustine and the Talking Book Library at Daytona Beach. A valuable resource is available in the providing of library service to the deaf in the library – media center in the Florida School for the Deaf at St. Augustine. The special materials, special expertise and deep interest in the problems of communication for the deaf and hearing impaired at the school at St. Augustine should be utilized by librarians in developing library service programs for the deaf and hearing impaired in institutions. Expertise gained by the institutional librarians, materials and experience acquired by work with the deaf in an institutional setting should also be shared with the School for the Deaf in St. Augustine.

Language Tapes in an Institutional Library – A project could well be developed in the institutional libraries for the producing of tapes in languages other than English. A quick survey of the population of the institutions will determine the language needs. These tapes should be developed under the best possible environment so that they will be pleasing to use. It may be well to contract out the taping program to qualified individuals who can insure the quality of the taped material. The materials taped should be those which are otherwise not available. The taped material should include books, short stories, plays, and general interest articles. The tapes can be recorded in the different languages as required and in the dialects needed.

Achievement of Standards in an Institutional Library – Because of the many problems inherent in achieving quality institutional library service, it is important that every effort be made to reach the standards that have been developed for library service. Standards, themselves, do not assure quality library service; nor is it desirable to treat two or more dissimilar situations as if they were identical. It is important to identify the major weaknesses in the present service and the steps required to give added strength to those services. Standards are useful guidelines in setting priorities. Librarians need to have a strong motivation to enter the institutional library type of service. Geographic and professional isolation is a hazard in the institutional environment. The narrow range of the resident's interest can become a problem but can also be turned to an advantage if the interests are explored and the results become a basis for a program of service. The use of a wide variety of approaches and techniques should be utilized by the librarians in meeting the standards for library service.

It is important that a definite plan be set up in each institution to reach the goals and guidelines for a specific type of institutional library service. These standards may be reached, surpassed in a series of programs or projects or can be developed in phases. It is essential that a step-by-step plan be developed with goals and objectives and a time-table that dictates when appraisal and re-planning take place. Evaluation should be built into the program – not just whether the program succeeded or failed or whether it is successful technically but rather whether the users have benefited and are benefiting from a plan of service that is moving forward on a continuing basis to meet the standards.

General Comments on Library Service in an Institutional Library – It is essential that high-interest low-vocabulary material be included in the institutional library. It will be a predicted result of the program that all will, can and do read if their are materials accessible that are relevant to the residents' experience and ability so that they are sufficiently motivated to make use of them. Subject matter is a strong motivating force.

To achieve the objective that the use of the library be a pleasant experience, freedom of choice should be a constant reality. The library within the institution should approximate as closely as possible the public, school, community college or college libraries which will be available with the

same freedom of choice upon the release of the resident. With a pre-release session with the residents and with publicity provided by the non-institutional library concerning the service and program available, the resident, upon relaese, will find the libraries in the community most helpful in adjusting to life in the community. One of the projects in which the library should be involved is that of exploring ways to facilitate the entrance of the formerly institutionalized into the world of the public library. It is important throughout these programs that the library service is based on the needs of the users rather than on the concept of what a library should be. A library of this kind can be successful only when the institutional librarians are knowledgeable about the residents, their lives within the institution, their capablilites and needs, and theirdesires and needs when they return to society. To be successful in planning such programs for the residents and implementing them requires that the library service program must be well planned by the librarian with the assistance of the residents and the staff.

F. SUGGESTED REQUIREMENTS AND DUTIES OF PERSONNEL

State Library of Florida – Institutional Library Consultant II

Education: Graduation from an accredited library school. Additional educational background in sociology, psychology or a similar subject or subjects is desirable.

Experience: A background of experience suitable to the classification of the position. Experience in both institutional and in public libraries is desirable.

Duties and Responsibilities:

1. Administers the Institutional Library Development Section, Bureau of Library Development.
2. Administers the grants-in-aid program to the state institutional libraries.
3. Coordinates the library programs which are operating and developing in the institutional libraries.
4. Provides leadership in the development of library service programs supported by adequate budgets and expenditures in cooperation with the liaison officers of the state departments with institutional libraries.
5. Provides leadership in the development of overall library planning with the institutional librarians.
6. Promotes the development of an effective relationship among all types of libraries in the development of institutional library service.
7. Develops programs for evaluating the service program of the institutional library service.
8. Interprets the significance and the importance of library service to all concerned with library service and with the institutional residents.
9. Serves as a channel of communication and acts as an advocate for library services in all state supported institutions.
10. Coordinates training programs for the continuing education for institutional library staff members and in-service training needs assessment and programs.

Abilities: Ability to work with people; to plan, to develop and to evaluate programs of library service. Ability to work with groups of people with varying backgrounds and to work with a variety of subjects in the development of library service program in institutional libraries.

State Library of Florida – Institutional Library Consultant I

Education: Graduation from an accredited library school. Additional educational background in sociology, psychology or a similar subject or subjects is desirable.

Experience: A background of expeience suitable to the classification of the position. Experience in an institutional or in a public library is desirable.

Duties and Responsibilities:

1. Ability to work with the technical aspects of institutional libraries as well as with programs of service.
2. Provides technical, administrative and program assistance to institutional librarians and assists them in the development of library services.
3. Makes recommendations for material to be purchased for supplementing the institutional library collections.
4. Develops recommendations for the pooling of institutional library materials, equipment and efforts.
5. Assists with in-service training programs for institutional library staff and with workshops for

all types of libraries for the improvement of institutional library service.

6. Assists in the development of appropriate committees in the institutional libraries and in the institutions and coordinates the work of those committees in relation to institutional library service.
7. Maintains continuing communication with all institutional librarians.
8. Consults with the institutional librarians in the development of public information programs.
9. Provides assistance in the planning for developmental projects – creative programs within the institutional libraries.
10. Acts as a resource person for the institutional librarians on various aspects of the administration of an institutional library.
11. Interprets the specific institutional library programs to the staff within the State Library of Florida.
12. Assists the Institutional Library Consultant II in all aspects of the work of the Institutional Library Development Section, Bureau of Library Development.

Abilities: Ability to work with people; to provide technical and program assistance in all levels of institutional library work. Ability to provide assistance in the selection of materials for institutional libraries. Ability to keep communication channels open.

State Library of Florida – Secretary III

Education: The educational background required for the classification of Secretary III.

Experience: The experience required for the above classification. Prior experience within the State Library of Florida or experience in another library is desirable.

Duties and Responsibilities:

1. Handles all correspondence for the Institutional Library Development Section.
2. Compiles reports as required from materials available within the Institutional Library Development Section.
3. Coordinates the secretarial details of all meetings for which the Institutional Library Development Section is responsible.
4. Develops schedules of visits and appointments for the Consultant II and the Consultant I and makes the necessary arrangements.
5. Coordinates the details of publicity, information and background materials for the Section.
6. Is responsible for the minutes of meetings called by the Section and the compilation, processing and disseminating of the minutes.

State Library of Florida – Clerk-Typist II

Education: The educational background required for the classification of Clerk-Typist II.

Experience: The experience required for the above classification. Prior experience in working with the state agencies in Tallahassee is desirable.

Duties and Responsibilities:

1. Types all materials as necessary to carry out the work of the Section.
2. Assembles materials for the use of the staff members of the Institutional Library Development Section as required.
3. Acts as a courier among the Bureaus of the State Library of Florida and among the state agencies in Tallahassee for both materials and messages when special handling is required.

State Departments with Institutional Libraries – Institutional Librarian

Education: Graduation from an accredited library school. Courses in sociology, psychology or allied subjects are desirable. Prior internship in an institutional library as a part of the educational background is also desirable.

Experience: It is desirable that the institutional librarians in charge of a library in the institution have at least one year's experience in an institutional, public or school library or in another type of library when the experience has been in the public service field. In-service experience in institutions which have experienced librarians is also desirable.

Duties and Responsibilities:

1. Administers the library service program of the institutional library.
2. Directs the library programming and plans the library service for the residents of the institution.
3. Develops the policy for the library service program in the institution.
4. Prepares the library budget and participates on the budget committee in the formulation of the entire institution budget.
5. Selects and evaluates library materials and coordinates the work of advisory committees on the selection and evaluation of library materials and programs.
6. Administers the acquisition of library materials and the organization of the materials for use by the residents in the institution.
7. Assists the residents in the development of library skills in the utilization of the library resources, in making maximum use of library materials for self-development and in developing communications through the participation in library programs.
8. Provides training for all assistants who are employed by the institutional library or assigned to that library.
9. Plans the program for the physical facility in which the library is housed and supervises the implementation of the plans.
10. Administers the public information program of the library and plans and supervises the library publicity.
11. Assists the staff in the institution through providing materials and programs that support the overall program of the institution.
12. Attends meetings and conferences which insure that all library programs are current and to learn new developments in the library field and in the specific institutional field.

Abilities: The ability to know and to understand the overall service program of the institution; to communicate readily with staff in other programs in the institution; to know how to provide library materials and services that will support the institutional programs; to know and to understand the specific populations in the institution; to provide to this population the materials and programs that will assist the individual residents with daily life in the institution and in the re-entry into community life.

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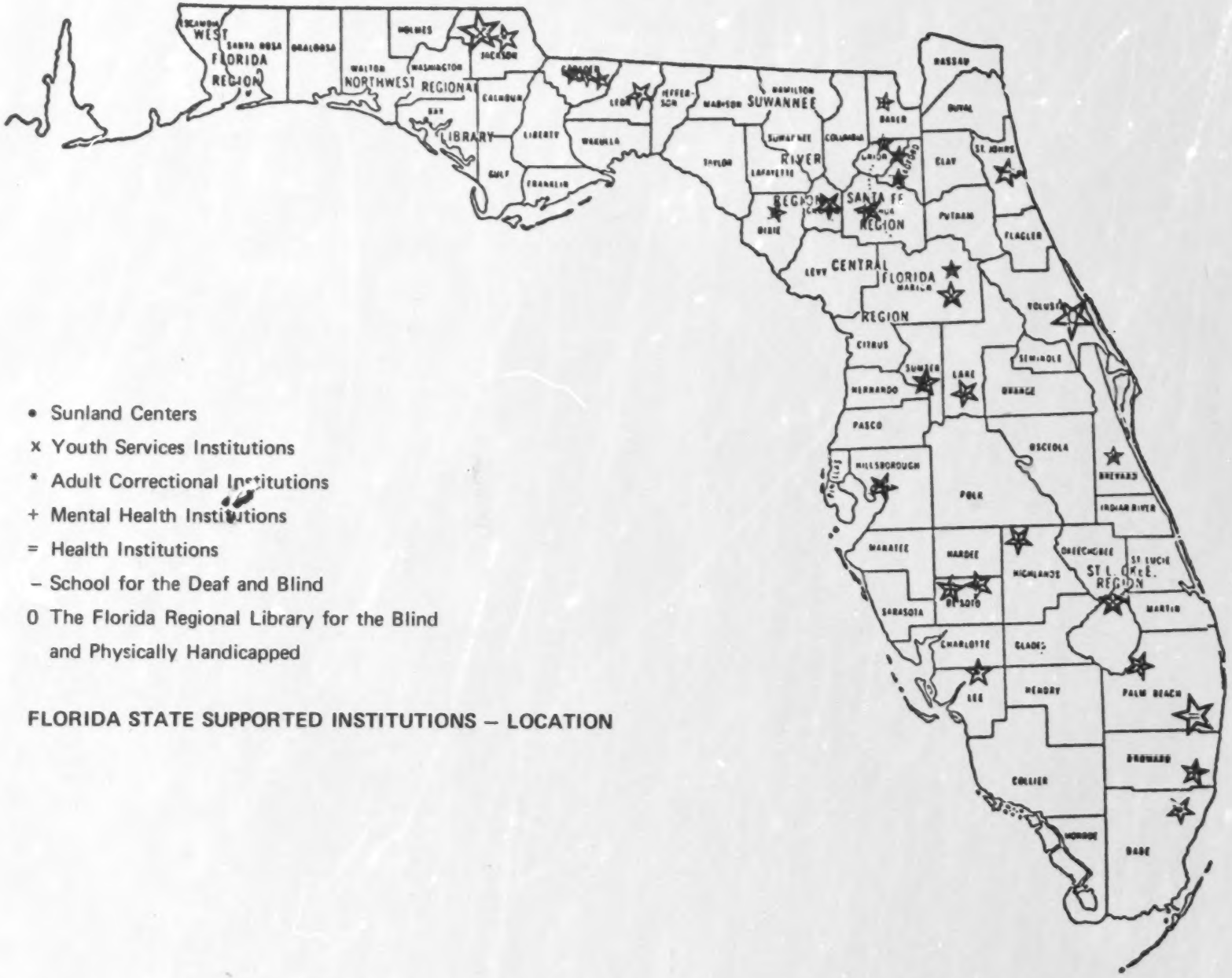
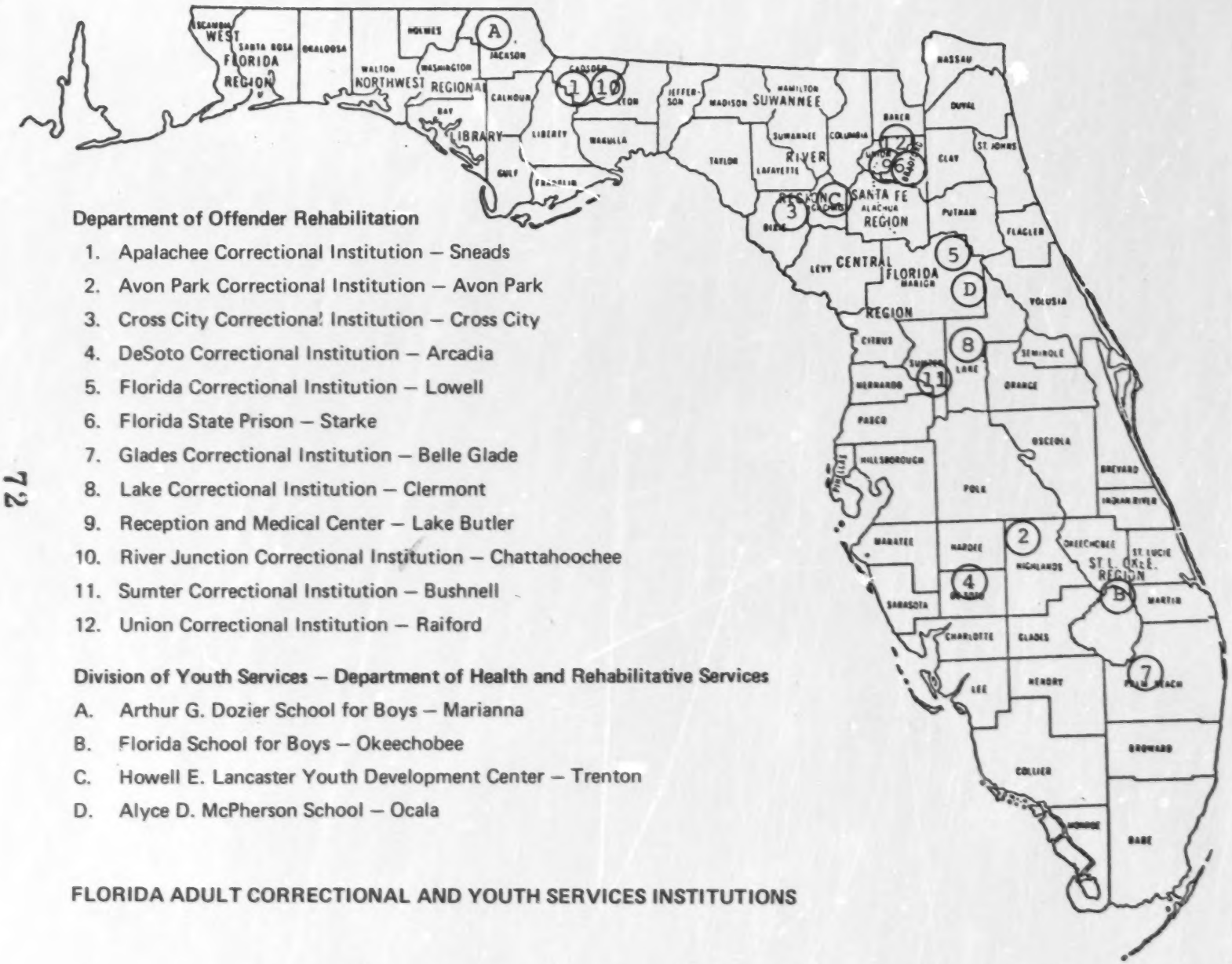


- Sunland Centers
x Youth Services Institutions
* Adult Correctional Institutions
+ Mental Health Institutions
= Health Institutions
– School for the Deaf and Blind
0 The Florida Regional Library for the Blind and Physically Handicapped

FLORIDA STATE SUPPORTED INSTITUTIONS – LOCATION



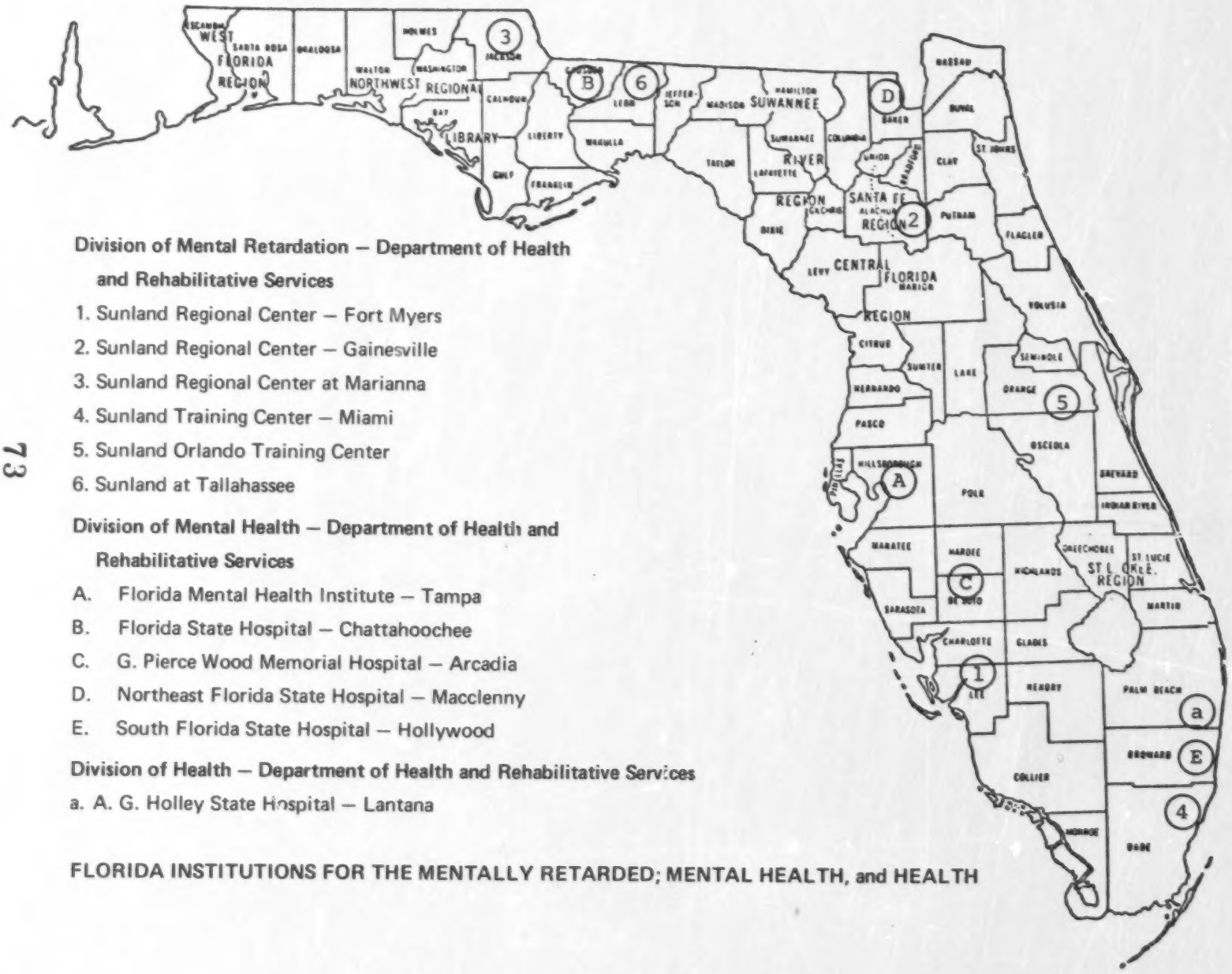
Department of Offender Rehabilitation

1. Apalachee Correctional Institution – Sneads
2. Avon Park Correctional Institution – Avon Park
3. Cross City Correctional Institution – Cross City
4. DeSoto Correctional Institution – Arcadia
5. Florida Correctional Institution – Lowell
6. Florida State Prison – Starke
7. Glades Correctional Institution – Belle Glade
8. Lake Correctional Institution – Clermont
9. Reception and Medical Center – Lake Butler
10. River Junction Correctional Institution – Chattahoochee
11. Sumter Correctional Institution – Bushnell
12. Union Correctional Institution – Raiford

Division of Youth Services – Department of Health and Rehabilitative Services

A. Arthur G. Dozier School for Boys – Marianna
B. Florida School for Boys – Okeechobee
C. Howell E. Lancaster Youth Development Center – Trenton
D. Alyce D. McPherson School – Ocala

FLORIDA ADULT CORRECTIONAL AND YOUTH SERVICES INSTITUTIONS



Division of Mental Retardation – Department of Health and Rehabilitative Services

1. Sunland Regional Center – Fort Myers
2. Sunland Regional Center – Gainesville
3. Sunland Regional Center at Marianna
4. Sunland Training Center – Miami
5. Sunland Orlando Training Center
6. Sunland at Tallahassee

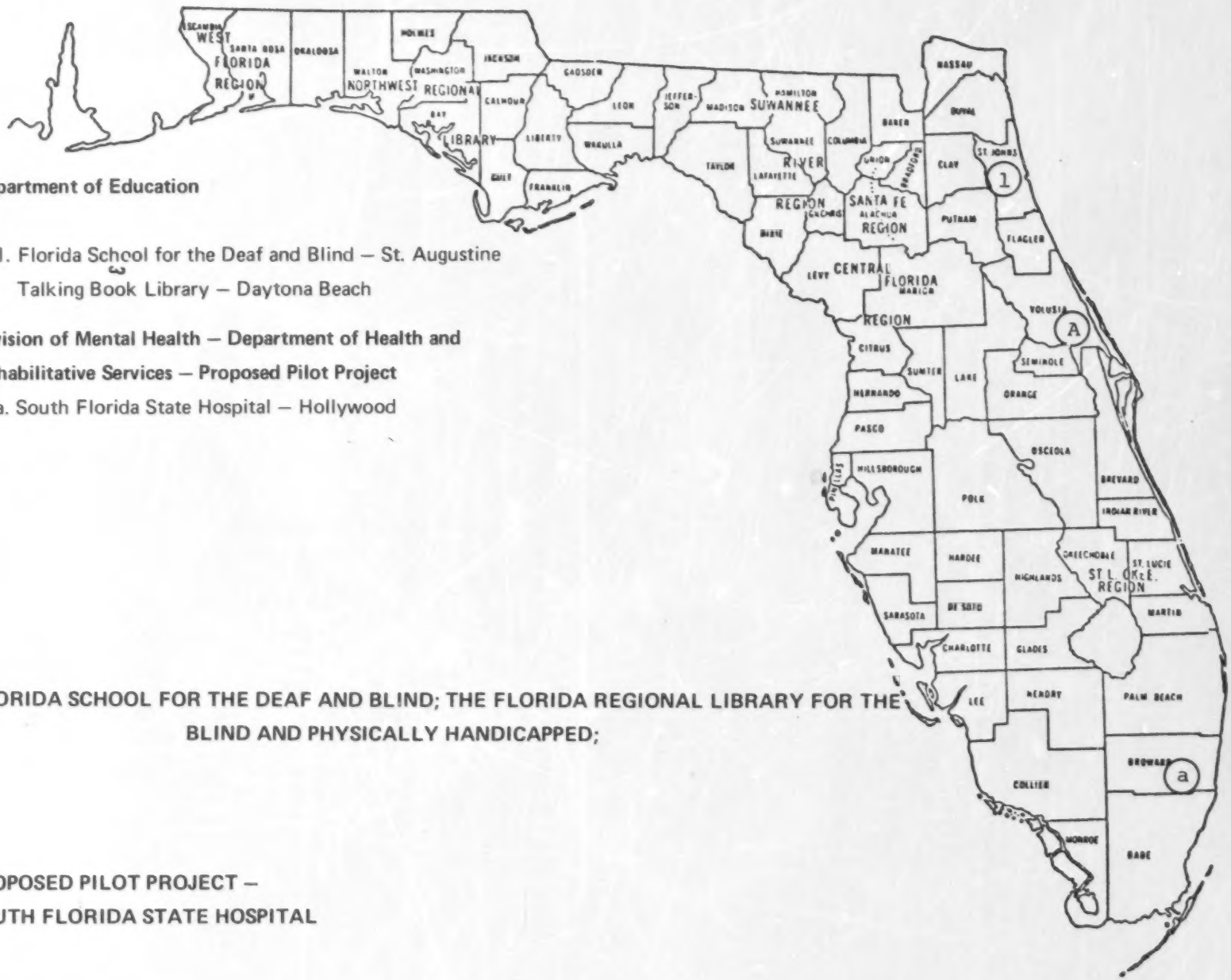
Division of Mental Health – Department of Health and Rehabilitative Services

A. Florida Mental Health Institute – Tampa
B. Florida State Hospital – Chattahoochee
C. G. Pierce Wood Memorial Hospital – Arcadia
D. Northeast Florida State Hospital – Macclenny
E. South Florida State Hospital – Hollywood

Division of Health – Department of Health and Rehabilitative Services

a. A. G. Holley State Hospital – Lantana

FLORIDA INSTITUTIONS FOR THE MENTALLY RETARDED; MENTAL HEALTH, and HEALTH



Department of Education

1. Florida School for the Deaf and Blind – St. Augustine

A. Talking Book Library – Daytona Beach

Division of Mental Health – Department of Health and Rehabilitative Services – Proposed Pilot Project

a. South Florida State Hospital – Hollywood

FLORIDA SCHOOL FOR THE DEAF AND BLIND; THE FLORIDA REGIONAL LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED;

PROPOSED PILOT PROJECT –
SOUTH FLORIDA STATE HOSPITAL